

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Information Technology Manager II	HEADQUARTER: Mather Campus
PROGRAM/UNIT: Office of Policy & Admin, Information Technology, Security, Data & Geospatial Branch	POSITION / CONTROL NUMBER: 163-167-1406-001 / 10247	CBID: M01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: E
EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. SUPERVISION RECEIVED:
The Chief Data & Innovation Officer, Information Technology Manager II (ITM II) is under the administrative direction of the Chief Information Officer (CIO).
2. SUPERVISION EXERCISED:
The ITM II is responsible for the direct supervision of an IT Manager I, IT Specialist IIIs, and IT Specialist IIs. Additionally, the ITM II is accountable for the work performed by a varying number of consultants as needed.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)
Appropriate business attire for a professional office environment; ability to sit in a normal position for extended periods; ability to handle multiple tasks and priorities.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
The incumbent will directly interface with Cal OES Executive staff, Branch Chiefs, Program Managers, and supervisors. Additionally, the incumbent may have contact with other state entity directors, department managers, supervisors, and other key stakeholders throughout the State, which are comprised of federal, State, and local agencies, the general public, and special interest groups. This position may also be a liaison with outside contractors and vendors providing goods or services to the California Governor's Office of Emergency Services (Cal OES).
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position could result in the failure of critical geospatial, data, and security systems, resulting in the inability to respond timely to and recover from emergencies. The effects could threaten life and property within the State of California.
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:
May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to assist in emergency response and recovery activities. All staff is required to complete operational-related training and participate in one of three Readiness Teams that

rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff must work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time, work weekends, holidays, and extended and rotating shifts (day/night). Statewide travel may also be required for prolonged periods and on short notice. While fulfilling an operational assignment, it is essential to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby, or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by the Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the administrative direction of the Chief Information Officer (CIO), the Information Technology Manager II (ITM II) directs all activities of the Security, Data, and Geospatial (SDG) Branch and provides leadership to a team of multi-disciplinary technical staff, including data architects, geospatial data scientists, and information security engineers. The SDG Branch protects and maximizes the use of data and geospatial information system (GIS) platforms to enhance the department's core capabilities.

The Chief Data & Innovation Officer will establish an enterprise data framework to exploit and maximize the business use of intelligence to transform CalOES into a data-driven organization. Additionally, the incumbent collaborates with the Enterprise Solutions Chief (ITM II) and Enterprise Services Chief (ITM II) to advise the CIO and ensure data, geospatial, and security architectural platforms and systems are protected and can scale to meet the current and future needs of the organization.

Percent of Time	ESSENTIAL FUNCTIONS
30%	<p>(E) Enterprise Data Strategy Leadership, Policy, & Strategy Provides leadership and trust by modeling the values of Cal OES and advocating excellence by developing, implementing, and communicating program goals, objectives, policies, operating procedures, and expectations. The incumbent will work closely with the IT Management and Executive Staff to develop strategies for monitoring quality compliance, program effectiveness, and evaluating risks. The incumbent shall foster a data culture within CalOES, establishes cooperative relationships, and utilize organizational change management principles to improve data literacy, advance data initiatives, build analytics capabilities, and promote a data-driven decision culture. The ITMII shall also formulate, analyze, and make recommendations to the CIO on the impact of legislation and develop implementation roadmaps.</p>

30%	<p>(E)Services Delivery & Oversight Directs and oversees day-to-day and emergency operational activities for the SDG Branch. The ITM II shall apply strong project management skills to simultaneously manage multiple projects and deadlines, including implementing status reporting, metrics, and benchmark tracking processes to achieve desired outcomes. The incumbent shall lead efforts to identify opportunities where potential interventions can overcome program challenges in providing high-quality, accessible, and equitable data & geospatial services that improve operational effectiveness and solve real-world challenges.</p> <p>Collaborate with the Enterprise Solutions Services Project Portfolio Management team to develop and maintain platform solutions, applications, services, and enterprise capability implementation roadmaps. Enhances service delivery techniques by promoting collaborative development and operating a metric-driven environment. Also, oversees DevSecOps processes and practices.</p>
25%	<p>(E)Collaboration & Coordination Builds and fosters collaborative relationships across diverse stakeholders and subject matter experts. Leads complex and high-impact projects with officials from state and federal partners, including entities such as the Federal Emergency Management Agency (FEMA), California Department of Forestry & Fire (CalFIRE), and California Department of Technology (CDT) in matters relating to data and security. Coordinates with technical and business teams to develop and implement plans supporting business and technology initiatives.</p> <p>Assesses data risks and makes recommendations on courses of action and data controls to ensure data security, privacy, and protection in compliance with state and federal requirements. Directs security, network, data, solutions, and infrastructure teams to ensure platform products are effectively secured and ensures risks are mitigated.</p>
5%	<p>(E)Research & Innovation Continuously monitors the performance of deployed platform and enterprise capabilities to increase velocity and proactively champion improvements and creativity. The incumbent shall stay current on the latest trends, techniques, methodologies, tools, and best practices. The incumbent shall continuously iterate and improve services and advocate a culture of continuous learning.</p> <p>Ensures data integration and interoperability of multiple architecture platforms and systems to build a scalable data architecture and framework that supports current and future data needs.</p>
5%	<p>(E)Resource Demand Management & Retention Demonstrates strong talent management skills, including talent development, mentoring, and team motivation. Develops a workforce strategy to meet the current and future platform engineering needs. Identifies and addresses upskilling gaps and needs in resources and develops training strategies and plans. Monitors resource allocation across teams and builds a culture that supports continuous learning, collaboration, and transparency. The incumbent shall emphasize a customer focus through ownership and cooperation.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	(M)The incumbent will perform other related duties as required to fulfill the mission of Cal OES. Additional duties may include working on special assignments and projects as the CIO directs.
OTHER INFORMATION	
The position requires strong interpersonal skills and the ability to inspire credibility through authenticity, confidence, consistency, decisiveness, integrity, and judgment.	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
and practices; Understands laws, regulations related to their work.					
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of State and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If you have any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who, in turn, will discuss them with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title