STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DUTY STATEMENT   **PROPOSED**
TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 2/15/23	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant

D. CIVIL SERVICE CLASSIFICATION Information Technology Manager II	E. POSITION WORKING TITLE Technology Innovation Services Manager
F. CURRENT POSITION NUMBER 695-541-1406-002	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services (ODS)/ Technology Innovation Services/ Rancho Cordova	I. SUPERVISOR NAME AND CLASSIFICATION Blaine Wasylkiw, CEA, Deputy Chief Technology Innovation Officer

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY 8:00AM – 5:00PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO	
		DRIVING AN AUTOMOBILE ☐ YES ☒ NO	

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management   ☒ IT Project Management   ☐ Client Services
☐ Information Security Engineering   ☒ Software Engineering   ☒ System Engineering

Organizational Setting and Major Functions

The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public's evolving needs, enrich customer experiences, and improve critical technological applications. CDT's Office of Digital Services (ODS) plays a critical role to enhance digital government and build a California that works for all Californians. We do this by providing foundational platforms and technology such as GIS/Open Data, Web Services, Software Engineering, and Open Source code curation for organizations to provide innovative digital services.

Under the administrative direction of the Deputy Chief Technology Innovation Officer (CEA), the Information Technology Manager II (IT Mgr II) serves as ODS' Section Chief over Technology Innovation Services and is responsible for staying up-to-date on emerging technologies across all areas of ODS' technology stack and defining the next generation of trusted enterprise platforms, solutions, and development methodologies. The IT Mgr II plays a key role in the State of California's digital transformation and helps ensure positive digital experiences for the people of California. Specifically, this includes trail-blazing new engineering solutions for the cloud, fostering DevSecOps practices, leveraging innovative and forward-thinking software and application engineering practices, coordination of new features/ functionalities, and utilizing agile methodologies to guide enterprise technology projects through iterative sprints.

% of time performing duties	**Essential Functions** (Percentages shall be in increments of 5, and should be no less than 5%.)
35%	**Manage technical efforts and activities for ODS platforms, services and solutions:** • Manage the development of multiple complex product lines and initiatives, in support of business goals and objectives. Present and clearly articulate technical strategy and roadmaps to CDT leadership. • Advise and collaborate with leaders on a wide range of operational and technical issues and projects, focusing on opportunity identification, analysis, and proposals focused on efficiency, improved experience and transformational opportunities. • Gain and maintain the confidence and cooperation of others; and effectively contribute to the department's strategic goals and operational initiatives. • Advise state entities on optimal mediums and solutions to achieve their strategic and business goals and collaborate with cross-functional teams at all levels of state government to promote and effectively integrate digital services into various initiatives.

% of time performing duties	
	• Ensure that statewide standards, policies and guidelines related to enterprise solutions, security and digital services are followed, including the identification of new roles and responsibilities needed for successful implementation and ongoing compliance.
	• Establish and foster relationships with the Office of Data & Innovation and other Government Operations Agency (GovOps) entities as well as other state departments.
	• Manage the planning and execution of various communities of practice which enable the state's broader technology community and business programs to share knowledge and best practices, collaborate with their colleagues, and directly engage on high priority topics.

30%

Manage the planning, development and operations of emerging enterprise platforms, services, and solutions:

- Drive, influence, and sponsor strategic initiatives, programs, and projects across technology development and other technology functions.
- Manage the effective use of agile methodology and ensure cross-team coordination by working to remove impediments or distractions that interfere with the ability of the team to deliver sprint goals.
- Ensure applications meet the highest standards of branding, editorial and graphic quality, consistency, and adhere to best practices involving architecture, navigation, process flows, functionalities, usability, and accessibility.
- Ensure the maximum reusability and minimal duplication of projects, and that centers of excellence for enterprise technology platforms are created statewide in support of that goal.
- Represent the State of California at national, state, local, and public-private partnership initiatives and events.
- Act as liaison between development staff and key stakeholders: GovOps, Governor's Office, CDT Executive Team, and the general technology and business program community.

30%

Managerial Activities:

- Provide general administrative direction concerning assignments for technical staff based on CDT priority, staff experience and skill levels, complexity assessments of projects, specialized skills, and resource availability.
- Develop and update duty statements as needed; establish performance expectations; complete individual development plans annually; complete probationary reports on a timely basis.
- Complete performance management activities and adhere to the State's progressive discipline policy, which may include corrective or disciplinary action.
- Ensure that staff comply with CDT's policies, office standard operating procedures and protocols.
- Encourage team building, facilitate cross training, and promote continuous improvement of processes. Implement motivation techniques, promote training, and create a positive working environment.
- Participate in working sessions with management team in the development of goals and objectives in accordance with organizational mission and strategic goals; support and advocate management's philosophy, policies, and procedures.
- Coordinate workload with staff ensuring equal distribution of assignments and ensures that priorities are well defined and communicated, while escalating issues and risks appropriately with recommended mitigations.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Effectively represent the CDT's Office of Digital Services in meetings and engagements with other agencies and vendors.
- Other related business and technical duties as required.

Work Environment Requirements
- During state emergencies or activation by the California Office of Emergency Services, incumbents may be asked to work extended hours, 12-hour shifts, and/or off site, and occasionally out of town.
- May be required to carry a cell phone.
- May be required to work outside of normal work schedule.
- Travel to internal and external customer locations for meetings is required.

Allocation Factors (Complete each of the following factors.)

Supervision Received:
The IT Mgr II receives broad administrative and policy direction from the CEA. It is expected that the IT Mgr II interpret directions and coordinate, organize, plan, assign/provide direction to staff, and facilitate the implementation of directions, projects, and assignments.

Actions and Consequences:
The IT Mgr II is responsible for effective and sustainable coordination with working partners and stakeholders to ensure the maintenance of critical applications and enterprise platforms. The IT Mgr II serves as the lead for various communities of practice and works regularly with agencies and state entities across California State Government to achieve the most cost-effective implementation and widely adopted use of applications and enterprise platforms, including private and public sector partnerships. Poor decisions regarding policy development and implementation could lead to fiscal and budget impact.

Personal Contacts:
The IT Mgr II has regular contact with staff, peers, technical teams, department and Agency executive management, Governor's Office, legislative members, project managers, consultants, vendors, and government entities. The IT Mgr II works closely with CDT executive staff, and sub organizations to CDT to ensure that state procedures are followed, and that critical issues and policies are well understood and acted appropriately upon. The IT Mgr II represents CDT and ODS within and outside ODS in a way that will enhance public respect for and confidence in the employee, Department, and State Government.

Administrative and Supervisory Responsibilities: (Indicate "None" if this is a non-supervisory position.)
The IT Mgr II is responsible for the daily supervision of matters pertaining to critical applications and enterprise platforms through delegating and reviewing work priority, work products, personnel assignment, and staff development.

Supervision Exercised:
The IT Mgr II supervises subordinate managers within the Technology Innovation Services Section.

Other Information

Desirable Qualifications: (List in order of importance.)
The IT Mgr II must possess the following skills/abilities in order to perform the essential functions of the position:
- Possess a bachelor's degree from an accredited college or university in Computer Sciences, Information Technology (or a closely related field) or equivalent experience. Master's degree preferred.
- Proven high-level experience in cloud architecture and development, software engineering, and/or enterprise infrastructure in a highly complex and matrixed organization.
- Strong experience with all aspects of security and able to ensure security considerations are a primary factor of all initiatives undertaken by the Technology Innovation Services Section.
- Strategic and analytical thinker with exceptional execution and problem-solving capabilities; comfortable with doing work in the trenches while still maintaining a strategic perspective.
- Demonstrated success in the development of public facing digital solutions, including self-service capabilities in an omni-channel experience.

| | | Experience leading significant change in complex, matrixed organizations. Inspire leadership in an agile environment, with a constant pursuit of speed, flexibility, and quality. Extensive experience innovating digital channel platforms including Web and emerging technologies leveraging AI/Machine Learning, automation, and advanced analytics. Ability to clearly visualize and present technology road maps, use cases, models, frameworks, processes, tools, and delivery structures within a policy, budget, and financial framework. Proven high-level comprehension of enterprise digital platforms and architectures. Must have a thorough knowledge and understanding of balancing technical complexities with executive needs. Ability to establish and maintain effective and beneficial relationships on behalf of the State of California with state, local, and Federal governments, regional stakeholders, non-governmental organizations, and the vendor community as it relates to web and digital platform technologies and policy. Proven experience developing and implementing initiatives, standards, policies and best practices for the creation, maintenance, and effective application of high-quality digital platform technology. Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and the ability to represent the State of California to stakeholders, key customers, and internal staff. Ability to plan, organize, facilitate, and coordinate multiple high visibility projects operating under strict guidelines and timeframes. Strong leadership and management team experience demonstrating an ability to create clear goals and expectations, encourage leadership, use sound judgement in managing complex and varied programs. |

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE