PROPOSED

RPA NUMBER (HR USE ONLY)
22-293

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 4/6/23	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant

D. CIVIL SERVICE CLASSIFICATION Information Technology Manager II	E. POSITION WORKING TITLE State Data Services Manager

F. CURRENT POSITION NUMBER 695-540-1406-001	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)

H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services/ Data Services - Rancho Cordova	I. SUPERVISOR NAME AND CLASSIFICATION Blaine Wasylkiw, CEA C

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 Open Data, Geospatial Services, Web Services, Software Engineering, DevSecOps and Open Source code curation) for organizations to provide innovative digital services.

The State Data Services Manager plays a vital role in enhancing digital government services and fostering innovation for the benefit of all Californians. Operating under the Deputy Chief Technology Innovation Officer's direction, the Information Technology Manager II (IT Mgr II) oversees complex statewide data information systems, programs, and services. Their responsibilities include increasing data access and sharing, reducing data duplication and costs, establishing centers of excellence, promoting public outreach, and enhancing collaboration.

The IT Mgr II leads a dynamic team responsible for developing, maintaining, and supporting web and cloud-based technologies, such as the Open Data portal, and assists in strategic data initiatives led by the State Chief Data Officer. By collaborating with the state's data and geospatial communities, the IT Mgr II identifies critical issues, plans, delivers, and manages common technology platforms and shared services. They are accountable for compliance with open and private data standards, nurturing relationships with key stakeholders, and representing California in national and state data-related initiatives.

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

% of time performing duties

35%

Coordinate Statewide Data Policy Implementation and Support Awareness

- Ensure that statewide standards, policies and guidelines related to open and private data, including the identification of new roles and responsibilities needed for successful implementation and ongoing compliance.
- Lead the research and evaluation of data-related technologies, services and vendors, both in response to customer requirements and to take advantage of opportunities presented by new technology.
- Ensure maximum reusability and minimal duplication of data services and technologies, and that centers of excellence for data technology are created statewide.

	• Manage plans and processes to increase access to publicly available data on the State of California's data platform (data.ca.gov).
	• Establish and foster relationships with the State GIO, State Chief Data Officer and other Government Operations Agency (GovOps) team members, as well as other state department contacts.
	• Serve as the statewide coordinator for internal and external communications by actively participating in government and public-private partnership events.
	• Act as liaison between development staff and key stakeholders, including GovOps, Governor's Office, CDT Executive Team and the general technology and business program community.

30%

Lead the development, maintenance and operations of technology solutions within Data Programs:

- Build and maintain statewide data infrastructure by working with state departments, local entities, and the Federal government to create the best possible data infrastructure that has the widest possible audience.
- Establish technical direction for all aspects of the data publication process, including data and metadata preparation, use of the State's Data Portal, data analysis, and data visualization.
- Establish and lead communities of practice that promote statewide strategies, policies and standards around data.
- Oversee the evaluation and implementation of technologies and tools to support open source data technologies.
- Formulate and oversee the implementation of technology development standards, procedures and documentation to ensure consistent State government interoperability.
- Direct and manage onboarding processes, workflows, policies, and procedures.
- Represent the State of California at national, state, local and public-private partnership data-related initiatives and events.

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% of time performing duties

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

- Other related duties as required.

Work Environment Requirements

- 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 C. 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 data sets and services. The IT Mgr II works regularly with local city and county governments and the Federal government to achieve the most cost-effective implementation and widely adopted use of data systems, including private and public sector partnerships. Poor decisions regarding policy development and implementation could lead to fiscal and budget impact.

The IT Mgr II is also responsible for the daily operations of the Open Data portal and the support staff charged with supporting. Failure to make correct recommendations would adversely impact the delivery and support of the initiatives/portal. This could result in reduced customer satisfaction and meeting customer needs in a timely manner.

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.

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 data services through delegating and reviewing work priority, work products, personnel assignment and staff development.

Supervision Exercised:
The IT Mgr II supervises the Data Services staff.

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:

- Prefer a Bachelor's degree from an accredited college or university in Data Services, Computer Sciences (or a closely related field) and/or a minimum of seven (7 years' experience in the field of data.
- Possess a clear understanding and knowledge of state government and issues critical to the state including, but not limited to, climate change, natural disaster, smart growth, infrastructure development and homelessness.
- 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 data and related technologies and policy.
- Proven master-level comprehension of enterprise data platforms, technologies and architectures as they relate to the deployment of web-based solutions. Must have a thorough knowledge and understanding of balancing technical complexities with executive needs.
- Ability to represent and advocate policy and perspective to members of the California State Legislature, their staff, legislative committee staff, the Governor's Office, the Department of Finance, Joint Legislative Budget Committee, and other individuals involved in the legislative process.

	- Proven experience developing and implementing initiatives, standards, policies and best practices for the creation, maintenance and effective application of high-quality, authoritative data 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 judgment in managing complex and varied programs. - Proven experience with open data including the implementation of open data practices within a client organization. - Strong understanding of Open Data principles, including a broad awareness of industry, national and international trends. - Master-level knowledge of the role of open data in performance improvement. - Experience in civic engagement, using government data to fuel innovation. - Master-level knowledge of data visualizations and data-focused storytelling. - Strong understanding of APIs and modern technology approaches relating to open data. - Master-level knowledge of utilizing and building applications that employ open data. - Master-level knowledge of data science analysis techniques and their application in a government setting.

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