

**DUTY STATEMENT**

Civil Service Classification: Information Technology Manager I (ITM I)	
Working Title: Section Chief	Position Number: 803-395-1405-004
Unit:	COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Section: Data Quality Planning and Reporting Section	Telework Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Branch: Data Quality Branch	Maximum Number of Telework Days: 5
Division: Health Information Management	Bilingual Fluency (Specify language):
Program: Enterprise Data and Information Management	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and, adhere to departmental policies and procedures regarding attendance and conduct.

**Job Summary:**

Under general direction of the Chief, Data Quality Branch, the IT Manager I (ITM I) serves as the point of contact for data quality planning and reporting support for data used within DHCS. The ITM I will manage the Data Quality Planning and Reporting Section (DQPRS). Duties will include providing data that is timely, accurate, usable, and easily accessible in order to support analyses and decision-making.

**Supervision Received:**

- |  |   |
|--|---|
| <input type="checkbox"/> Under close supervision   | <input type="checkbox"/> Under direction                    |
| <input type="checkbox"/> Under supervision         | <input checked="" type="checkbox"/> Under general direction |
| <input type="checkbox"/> Under general supervision | <input type="checkbox"/> Under administrative direction     |

**Of the (enter supervisor classification):** Information Technology Manager II

**Supervision Exercised:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Multi-disciplinary Staff (Check all that apply) | <input type="checkbox"/> Non-Supervisory Classification / None |
| <input type="checkbox"/> Clerical Staff   | <input checked="" type="checkbox"/> Professional Staff         |
| <input checked="" type="checkbox"/> Analytical Staff                                | <input checked="" type="checkbox"/> Supervisory Staff          |
| <input checked="" type="checkbox"/> Technical Staff                                 | <input type="checkbox"/> Managerial Staff                      |

*The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

**Description of Duties:**

<b>Percent of Time</b>	<b>Essential Functions</b>
<b>30%</b>	As the point of contact for data quality, oversee DHCS' data planning and reporting support efforts. Work with programs and data systems to aid in DHCS' efforts to comply with data standards and data quality. Provide leadership and direction to the staff. Assist in budgetary, contractual, and administrative requirements. Perform project management activities using standard project management techniques and tools for the Health Information Management Division (HIMD) office management and all HIMD business performance and performance measurement projects.
<b>45%</b>	Support DHCS and Health and Human Services Agency (CalHHS) data and information goals, including responsibility for supporting staff involved in data quality planning and reporting support activities. Participate in procurement activities including oversight of statements of work, requirements, minimum qualifications, proposal evaluation, and scoring vendor demonstrations. Collaborate with program, sections, and contracted staff, along with Enterprise Technology Services (ETS) partners, with the goal of developing solutions focused on automation and compliant data quality planning and reporting efforts that can be shared across the Enterprise.
<b>20%</b>	Consult with DHCS management and expert consultant staff on specific program objectives with respect to data quality planning and reporting to ensure priorities and schedules remain consistent with management priorities and Department policies, aligning with state, federal and national regulations. Formulate, analyze, and make recommendations on the impact of legislations and plans for its implementation under the direction of state, departmental and other applicable government policies and regulations.

**Description of Duties:**

<b>Percent of Time</b>	<b>Essential Functions</b>
<b>Percent of Time</b>	<b>Marginal Functions</b>
<b>5%</b>	Perform other duties as required.

**Special Requirements:**

- Medical Evaluation/Clearance                       Background Check/Fingerprinting Clearance  
 Typing Certificate                                       Other:  
 Valid CA License (Please Specify Type):

**Desirable Qualifications:**

- Knowledge of principles, practices, and trends of public administration
- Ability to adjust to evolving priorities and challenges in a fast-paced environment
- Ability to work as a team leader to meet project goals and objectives in an agile product management environment
- Ability to communicate diplomatically and effectively, both orally and in writing
- Ability to consistently exercise a high degree of initiative and independent judgment in resolving issues
- Ability to effectively plan, organize, direct, delegate, and supervise complex work of a multidisciplinary staff.
- Ability to develop and evaluate alternatives, collect and analyze information, and evaluate results to choose the best solution and solve problems

**Working Conditions (Check all that apply):**

- Prolonged Periods of:                                      Travel May be Required:
- Bending                       Sitting                       Occasional                       Over Night  
 Kneeling                       Standing                       Call Center
- Requires Lifting of Heavy Objects up to:

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of \_\_\_\_\_.

**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Print Employee’s Name	Employee’s Signature	Date Signed

**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Print Supervisor’s Name	Supervisor’s Signature	Date Signed