EDD Employment
Development
Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager II	Manager, Enterprise Strategies and Project Management Office
NAME OF INCUMBENT:	POSITION NUMBER:
	280-343-1406-003
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Enterprise Strategies and Project Management Office	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance Division	Chief, Technology Governance Division, CEA (B)
BRANCH:	REVISION DATE:
Information Technology Branch	2/13/2023

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment
☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check
☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*
☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:

(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

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

Under the administrative direction of the Chief, Technology Governance Division (TGD), the Information Technology Manager II (ITM II) serves as the Division's Enterprise Strategies and Project Management Office (ESPMO) Manager. The ITM II exercises management and oversight responsibility for subordinate managers, supervisors, staff, workload, and daily operations of the ESPMO, which includes the Project Delivery Group, the Portfolio Management & Oversight Group, and the Enterprise Architecture Office. The incumbent plans, organizes, leads, and directs oversight and governance activities performed by a multi-disciplinary staff responsible for providing a variety of services that are vital to the successful implementation and ongoing support of EDD IT projects and initiatives. Additional services include: develop and maintain enterprise-wide project management guidelines (e.g., project cost thresholds, recommended project artifacts), tools (e.g., risk tracking database, issue log) and templates, IT project

approval documents, time tracking for state staff time on projects, promote awareness of the ESPMO program, support IT strategic planning and tactical planning for the Branch, act as the primary liaison to California Department of Technology (CDT) regarding the Department's non-delegated IT projects, manage contractor resources engaged in providing project management services and independent verification and validation services to the Department's most critical IT projects, represent TGD on project steering committees for large scale IT projects, review formal project approval documents for format, content, and compliance with the Department's external control agency requirements.

Percentage of Duties	Essential Functions
35%	Plans, organizes, and manages the activities of the ESPMO consisting of the following groups: Portfolio Management and Oversight, Project Delivery, and the Enterprise Architecture Office. Develops Enterprise wide ESPMO policies, procedures, and requirements based upon industry best practice such as the Project Management Institute's - Project Management Body of Knowledge (PMBOK) and applicable state and federal requirements. Develops, implements, operationalizes, and maintains EDD's Enterprise Architecture Programs', IT Project Management Programs' and IT Portfolio Management Programs' monitoring and governance operations to oversee business and IT programs ensuring consistent compliance with rigorous portfolio and project management best practices. Takes action to ensure successful initiation, management, completion, and implementation of IT projects and technology solutions that provide critical capabilities, capacity, and business solutions that support and affect EDD programs and comply with federal and state mandates. Provides leadership, direction, and oversight for the development, management and governance of current and future state enterprise architectures (business data, service/application and technology) based upon strategic business direction. Communicates and promotes the Enterprise Architecture (EA) process outcomes and results to the organization.
25%	Plans, develops and deploys management information tools to share project and portfolio management governance oversight findings in a timely fashion with key stakeholders. Utilizes this information to maintain effective working relationships with external control agencies, including the Department of General Services, Department of Finance, California Department of Technology, Legislative Analyst's Office, California State Auditor, and the Labor and Workforce Development Agency. Formulates, revises and approves technology policies and procedures to ensure departmental compliance with laws, regulations, and State policies pertaining to the planning, authorization and implementation of IT projects. Conducts research of industry best practices and lessons learned and revises existing departmental IT policies, processes and procedures to continuously improve service delivery. Act as the representative to any external EA groups, such as the State of California EA Committee, Service Oriented Architecture Governance Committee, and other State Agencies or Departments in order to promote integration.
25%	Provides direction, oversight, leadership, coaching, and mentoring to the subordinate managers, their staff and independent consultants. Communicates to subordinate staff and consultants the criticality to work with business and IT partners in a congenial and collaborative fashion in the performance of Project management/Portfolio Management governance and oversight responsibilities to foster transparency, trust and confidence. Establishes and reviews goals, objectives, budget, and staffing for the PMO. Determines external assistance required for implementation of work plans and develops appropriate procurement vehicles to obtain required assistance. Monitors and manages vendor contracts as required.
Percentage of Duties	Marginal Functions

10%	Develops staff and carries out Department and Branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. The incumbent demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:

☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with Customers:

☐ Required to work in the lobby   ☐ Required to work at a public counter
☒ Required to assist customers on the phone   ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Directly: 3 IT Managers I
INDIRECTLY: 11 IT Spec II, 9 IT Spec I, 4 IT Associates
23 in a MATRIXED relationship

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Civil Service Classification	**Position Number**
Information Technology Manager II	280-343-1406-003

	PMG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	NA	5/18/2023

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file