

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM ENTERPRISE INFORMATION SERVICES		POSITION NUMBER (Agency-Unit-Class-Serial) 065-626-1406-001			
DIVISION / UNIT Enterprise Information Services – Unified Communications, Collaboration, and Contraband Interdiction		CLASSIFICATION TITLE INFORMATION TECHNOLOGY MANAGER II			
		WORKING TITLE INFORMATION TECHNOLOGY MANAGER II			
		TIME BASE / TENURE FULL-TIME/PERMANENT	CBID M01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Rancho Cordova, CA 95742		INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology (IT) services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation and support.

GENERAL STATEMENT

Under administrative direction of the Deputy Director, Enterprise Information Services (EIS), California Department of Corrections and Rehabilitation (CDCR), the Information Technology Manager II (ITM II) serves as the Chief responsible for the Unified Communication, Collaboration, and Contraband Interdiction (UCCCI) to assist the Department in its daily operations and its efforts to enhance the safety and physical security of its facilities using technology. The incumbent will be responsible for oversight of the following program areas: Video Surveillance and Scanners, Unified Communications and Enterprise Collaboration, Radio Communications and Managed Access, Perimeter Security and Forensic Tools. The incumbent will be committed to adopting the best practices of the information and law enforcement security industry as promulgated by the private, state, and federal entities.

The mission of the unit is to assist the Department in providing a safe and secure environment for staff to work and incarcerated persons to serve their sentence, conducive to rehabilitation. The incumbent's position will provide leadership and empower staff to perform the complex technical security research, implementation, and ongoing support of solutions in operational areas. This position will collaborate with other safety and security divisions within CDCR and provide technical security expertise.

INFORMATION TECHNOLOGY DOMAINS – PLACE AN "X" ON ALL APPLICABLE DOMAINS

<input checked="" type="checkbox"/>	Business Technology Management	<input checked="" type="checkbox"/>	Client Services	<input checked="" type="checkbox"/>	Information Security Engineering
<input checked="" type="checkbox"/>	Information Technology Project Management		Software Engineering	<input checked="" type="checkbox"/>	System Engineering

% of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.

40%	<p>Program Management and Communication</p> <ul style="list-style-type: none"> Oversee the development of strategic plans for Unified Communications, Collaboration, and Contraband Interdiction in alignment with the Department's objectives.
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	<ul style="list-style-type: none"> • Ensure technical guidance and direction to project staff, institution management, program support staff, consultants, vendors and service providers to develop, implement, and maintain various scheduling, IT programmatic and fiscal tracking mechanisms are maintained. • Direct the development of comprehensive work plans; coordinate work products/deliverables and ensure their timely completion; coordinate with EIS and other CDCR staff managers on the design, implementation, and ongoing support of contraband interdiction and unified communication technologies. • Ensure CDCR IT resources, project and portfolio management practices related to the IT projects/programs are aligned with various state control agency requirements for compliance with the required practices and for training departmental staff on the appropriate application of the technologies. • Ensure project integration, scope, time, cost, quality, human resources planning, communications, risk, and contract/procurement oversight. • Develop and monitor methodologies to monitor and evaluate program effectiveness and implement technical adjustments as necessary. • Manage and oversee technical projects and ensure day-to-day operations for the UCCCI unit, including implementation and continuous improvement of processes and procedures. • Responsible for the preparation and ongoing updates of Budget Change Proposals and project documentation to controlling agencies. • Responsible for UCCCI program fund allocation and its distribution, the budget baseline, monitoring, tracking, and reporting the state of the allocation to control agencies and stakeholders as necessary. • Establish and maintain working relationships/partnerships with the support teams throughout EIS, other CDCR divisions, external law enforcement, and other state and federal agencies. <p>Contract Management</p> <ul style="list-style-type: none"> • Responsible for contract management of the system integrators and program support service contractors. • Provide independent quality control and quality assurance review of technical deliverables from contractors, procurement documents, including purchase orders for acquisition of hardware and software, contracts for services, and service level agreements; manages all aspects of IT contract services. <p>Staff Management</p> <ul style="list-style-type: none"> • Direct the development and execution of training program required to support and implement the technical platforms and supporting processes. • Plan, schedule and prioritize workload to ensure alignment with project timelines. • Responsible for ensuring that all needed staff whether state or contract personnel are on the project when needed and released when not needed to either return to their permanent positions or leave the employ of the State. • Ensures that state staff has the training and ability to support day-to-day systems operations. • Assign and define responsibilities, and ensure staff accountability; identify and delegate work to be performed to optimize resources and skill sets; create and maintain a working environment that encourages mutual cooperation by users, stakeholders and staff. • Recruit and interview for unit staff. <p>Policy and Strategic Management</p> <ul style="list-style-type: none"> • Ensure all procedures are in compliance with the California Technology Agency, State Administration Manual (SAM), and the Departmental Operations Manual (DOM). • Identify and assess impacts to current policies, procedures, and operational issues by working with all CDCR divisions as necessary including Office of Correctional Safety, Division of Adult Institutions, Office of Internal Affairs, and Office of Legal Services, and other state and federal agencies. • Review and prepare written and/or oral presentations as to the impact of proposed legislative changes. • Responsible for enforcing the Department’s IT and Enterprise Architecture standards along with achieving compliance with IT and program policies.
25%	
25%	
10%	

SPECIAL REQUIREMENTS

CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

The consequence of error at the Manager II level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities, and budget implications.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE