☒ Current   ☐ Proposed

Classification Title	Division/Unit
IT Manager I	ITD
Working Title	**IT Domain** (if applicable)
Data Manager	System Engineering, Business Technology Management
Position Number	**Effective Date**
363-195-1405-005	**07/15/2023**
Name	**Date Prepared**
	07/03/2023

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect, and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Chief Information Officer, the IT Manager I (ITMI) serves as the point of contact for data management support across CalHR. The ITM I will be responsible for managing the Enterprise Data and Architecture team and will work as the Principal Data Architect in charge of providing technical leadership, direction, training plans, and coordination of work activities and resources for the Data Management team by implementing the data strategy and architecture for the domain, which meets business and enterprise needs, and delivering design blueprints/artifacts that enable data architecture to be built and operated, as well as appropriately validating roadmaps. This role will have expert skills and knowledge to define and deliver data solutions and contribute to developing and implementing IT plans to align with the overall strategy of IT and the business.

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
30%	**(E)**	Manage and directs the development and implementation of Information Technology (IT) application solutions related to data management and analytics to support internal business needs and programs of CalHR and the State Personnel Board (SPB).

		Supervises senior and staff-level information technology professionals; Oversees business analytics used for quantitative and qualitative methods; Collects, validates, analyzes, and displays data to aid decision-making at all organizational levels.
		Directs the development and implementation methods to monitor, evaluate, forecast, and report data to senior leadership; Ensures that unit activities are aligned with strategic decisions made by senior leadership, thereby confirming that work is prioritized and applicable to the department's mission and vision.
		Directs and manages the planning, designing, development, testing, and implementation of software development and Commercial Off the Shelf (COTS) configuration of database systems and solutions.
		Leads and provides guidance and technical consultation on IT solutions, data architecture reviews, and short-term and long-term tactical and strategic IT plans.
		Collaborates with managers, supervisors, and analysts on appropriate data application solutions.
		Provides leadership in data visualization and analytic planning.
		Participates in the data science community of practice; drives inter-agency collaboration and knowledge sharing.
		Oversees development of query reports and analytics; keeps apprised of support program needs with establishing and developing systems to generate query reports and develops business analytics.
		Prepares and presents data analysis reports to senior leadership and the Executive team as required and as instructed.
		Represents the organization in meetings related to database activities.
25%	(E)	Simplify the existing data architecture, delivering reusable services and cost-saving opportunities in line with the policies and standards of the department.
		Develop conceptual, logical, and physical data models to support data analysis and business intelligence.
		Create and maintain current- and target state data architectures.
		Define and manage standards, guidelines, and processes to ensure data quality.
		Ensure technology solutions are in alignment with data architecture principles and target state.
		Oversee end-to-end data life cycle management activities.
		Evaluate and recommend emerging technologies for data management, storage, and analytics.
25%	(E)	Lead and participate in the planning, development, design, implementation, and operation of data integration and reporting initiatives related to the California State Payroll System (CSPS)

15%	(E)	Develop and maintain staffing plans for subordinate personnel to ensure efficient and timely staff selection, development, and performance evaluations.
		Ensure staff is provided with timely and adequate training to address new and emerging technologies considered in CalHR or SPB.
		Provide input and direction on technology training to assist with training alignment with the technology roadmap. Expand employee and organizational skills to provide consistently high-quality, responsive customer service through guidance and formal training.
		Responsible for formally supervising staff and providing performance evaluations, training/mentoring, work assignments, resource support, and leadership in providing quality services to CalHR and SPB.
		Work independently or as Project Lead on other special projects, and other duties as appropriate to the classification, as required.
5%	(M)	Perform other duties as required.

Supervision Received
The ITM I reports directly to and receives the majority of assignments from the Chief Information Officer (CIO). However, direction and assignments may also come from the Chief Technology Officer and the CSPS Project Director.

Supervision Exercised
The ITM I will supervise IT Associates (ITA), IT Specialist I (ITS I), and IT Specialist II (ITS II).

Special Requirements / Desirable Qualifications
The ITM I will lead the design, development, implementation, and maintenance of complex data systems and solutions for large data projects and programs.

Work with program divisions, IT teams, business analysts, and data analytics teams to understand data consumers' needs.

Simplify the existing data architecture, delivering reusable services and cost-saving opportunities in line with the policies and standards of the organization.

Develop conceptual, logical, and physical data models to support data analysis and business intelligence. Create and maintain current- and target-state data architecture.

Working Conditions
The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Attendance
Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform their job's essential functions or enjoy an equal employment opportunity.

The duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date