

Duty Statement

Classification: Information Technology Manager I	
Working Title: Data Strategy and Support Section Chief	
Program: Enterprise Data and Information Management	
Division: Health Information Management	Branch: Data Exchange and Delivery
Section: Data Strategy and Support	Unit:
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Number: 803-395-1405-005
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 4 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>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 manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary: Under general direction of the Data Exchange and Delivery Branch Chief, the ITM I acts as an advocate for the Enterprise Data Management Strategy (EDMS). The ITM I administers policy and supports staff with projects and efforts related to the exchange and integration of data. Tasks include collaboration with DHCS stakeholders, internal and external, in order to support the department's efforts in the proper exchange and handling of data. The incumbent will be responsible for directing and supervising staff in duties related to the EDMS, such as: data modeling, documentation of data flow diagrams, data structure design in order to support the Department in aligning with Federal, State, and Local law and legislation. Furthermore, this position will oversee efforts to support the Department's alignment with the Centers for Medicaid and Medicare (CMS) Interoperability and Patient Access Final Rule, in conjunction with Enterprise Technology Services (ETS) staff, so that Medi-Cal beneficiaries may securely access their medical information and obtain provider details.</p> <p>The Department will provide reasonable accommodations to meet these requirements.</p>	
<p><i>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.</i></p>	

Description of Duties:	
% Of Time	Essential Functions
45%	Support all DHCS and Health and Human Services Agency goals, including administering policy and in planning, directing, and coordinating data architecture and design activities and interoperability support efforts. Work with internal and external stakeholders to define and track issues and risks. Participate in procurement activities including oversight of statements of work, requirements, minimum qualifications, proposal evaluation, and scoring vendor demonstrations. Collaborate with program, section, and contracted staff, along with ETS partners, to develop program solutions with a focus on data architecture and design processes that can be shared across the Enterprise. As a subject matter expert, assist program areas in the identification and documentation of as-is and to-be requirements and processes for data architecture and design.
30%	Provide leadership and direction to the staff. Hire, develop, and retain highly skilled, experienced, and professional employees by working with unit chief(s) to outline performance expectations, establish vision and direction, and provide guidance and evaluate work products toward continuous improvement; set expectations and prepare reports of performance and employee development appraisals; and determine training needs. Effectively administer performance appraisal processes to ensure employees receive ongoing coaching, timely feedback, and fair and accurate evaluations. Manage the work of the Data Architecture & Design Unit and the Interoperability Support Unit. Assist in budgetary, contractual, and administrative requirements. Formulate, analyze, and make recommendations on the impact of legislation and plans for its implementation under the direction of state, departmental, and other applicable government policies and regulations.
20%	Provide management guidance and leadership in planning and directing requirements, outreach and engagement of stakeholders and partner organizations to fulfill requests for development and dissemination of data architecture and design products. Perform project management activities using standard project management techniques and tools for HIMD office management and all HIMD business performance and performance measurement projects.

Description of Duties	
% Of Time	Marginal Functions
5%	Perform other duties as required.

Supervision Received: Under Direction

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

Supervision Exercised: (check all that apply) Non-Supervisory Classification / Non

Clerical Staff Analytical Staff Technical Staff

Professional Staff Supervisory Staff Managerial Staff

Special Requirements:

Medical Evaluation /Clearance Typing Certificate Valid Driver’s License

Background Check / Finger Printing Clearance

Valid Professional License (please specify): _____

- Desirable Qualifications:**
- Knowledge of principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.
 - Knowledge of employee supervision, training development, and personnel management.
 - 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 establish and maintain effective professional working relationships.
 - 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:

Standing Sitting Kneeling Bending Occasional Over Night

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.

Employee Name:	Employee Signature:	Date:
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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.

Supervisor Name:	Supervisor Signature:	Date:
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