

	Current
\boxtimes	Proposed

POSITION STATEMENT

1. POSITION INFORMATION					
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:				
Information Technology Manager II	EDDNext Transformation Office Technical Manager				
NAME OF INCUMBENT:	POSITION NUMBER:				
	280-351-1406-976				
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:				
Transformation Office					
DIVISION:	SUPERVISOR'S CLASSIFICATION:				
Transformation Office	CEA B				
BRANCH:	REVISION DATE:				
EDDNext Modernization and Innovation Branch	8/22/2023				
Duties Based on: ⊠ FT □ PT- Fraction	☐ INT ☐ Temporary — hours				
2. REQUIREMENTS OF POSITION					
Check all that apply: ☑ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☐ Travel May be Required Description of Position Requirements:	 □ Call Center/Counter Environment ⋈ Requires Fingerprinting & Background Check □ Bilingual Fluency (specify below in Description) □ Other (specify below in Description) 				
(e.g., qualified Veteran, Class C driver's license, bilingual, freque	ent travel, graveyard/swing shift, etc.)				
3. DUTIES AND RESPONSIBILITIES OF POSI	TION				
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 Transformation Office Chief, Career Executive Assignment B, the Information Technology Manager II (ITM II) directs Transformation Office staff in the architecture, planning, design, development, testing, and implementation of EDDNext projects and workstreams. The incumbent will lead Transformation Office technical staff responsible for establishing enterprise, solution, data, and security architecture standards for the portfolio of EDDNext projects. The incumbent will coordinate the final review of technical artifacts with stakeholders and partners including system architecture diagrams, detailed system design documents, and system security plans.					

The incumbent will serve in an executive management role within the EDDNext Modernization and Innovation Branch (MIB) and will have responsibility for ensuring that EDDNext architecture standards meet the project's

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implementation roadmap goals and objectives. The incumbent directs the Transformation Office vendors in support of business progress reengineering activities and deliverables. The incumbent must maintain confidentiality of information acquired while performing job duties, demonstrate ethical behavior and work cooperatively with others. The incumbent provides regular updates on architecture and project status updates to the Project Executive Workgroup (PEW) to guide the delivery of programs and projects by providing strategic and operational support. The incumbent provides project management support on key projects including leading critical technical and functional requirement phases. The incumbent collaborates with vendors and other executive leadership to identify business process improvement opportunities, and has significant responsibility in setting or influencing organizational IT policy related to the EDDNext project from a transformational standpoint.

Percentage	Essential Functions
of Duties 30%	Manages mission critical projects in the EDDNext project portfolio including overseeing the technical architecture and design of projects and project deliverables. Coordinates with Information Technology Branch (ITB) and program stakeholders in the final review of project technical and functional artifacts including system architecture diagrams, detailed system design documents, and system security plans. Serves as an executive-level manager within the EDDNext MIB and will have responsibility for planning, managing, staffing, and overseeing project portfolio management and project management knowledge areas. Facilitates organizational change management, project management and governance across projects. Ensures that the Transformation Office maintains confidentiality of information acquired while performing job duties, demonstrates ethical behavior, and works cooperatively with others.
25%	Responsible for monitoring and oversight of the technical and functional planning, organization, execution, and post-close out activities for EDDNext projects. Manages the development and administration of EDDNext Transformation Office policies, procedures, and standards. Additionally, performs governance responsibilities including ensuring executive review and program input related to system architecture, customer experience and user experience testing, data analysis, and quality assurance/quality control and data management. Ensures monitoring, control, and reporting of project execution key performance indicators. Develops and maintains the Branch's project management and delivery methodologies consistent with existing ITB project management standards. Implements project and portfolio management software, tools, and processes. Creates and maintains collaborative work environments. Provides information and training related to the project management discipline. This includes facilitating IT strategic planning sessions and workshops.
25%	Guides and directs the development and elaboration of plans and artifacts to obtain internal and external project approval for technical requirements and overall EDDNext technical architecture. Assists with metric definition, project portfolio analysis, project risk analysis, and project lessons learned improvements. Provides leadership, direction, oversight, coaching, and mentoring to subordinate staff ensuring the EDDNext MIB staff meet department and program needs through effective communication and nurturing of a collaborative work environment. Optimizes resource allocation through the prioritization of work assignments to meet deadlines and commitments based upon department strategic business direction. Ensures work is performed within the framework of the department's mission, vision, values, and strategic direction and in alignment with the strategic direction of the State of California. Establishes and maintains good communication with management, staff, customers, and project stakeholders. Ensures appropriate resources are identified and procured to ensure projects and assignments are completed on time and within the appropriate budget. Recommends, develops, proposes, and plans high-level sensitive projects or studies. Identifies risks and issues and takes appropriate action.

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Percentage of Duties	Marginal Functions					
10%	Develops staff and carries out workforce development and 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. 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. Also, maintains an active staff development program to provide employees with the opportunity for growth (including succession planning) and to ensure trained staff are available for projects. As a member of the EDDNext MIB management team, partners with the Information Technology Branch, program areas, and project stakeholders to ensure project goals and objectives are met. May direct and coordinate with vendors for contracted services. Maintains effective working relationships with external control agencies which may include, but are not					
	limited to, 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.					
5%	Performs other duties as necessary.					
4. WORK EN	NVIRONMENT (Choose all that apply)					
Standing: Occ	casionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%				
Walking: Occa	asionally - activity occurs < 33%	Temperature:Temperature Controlled Office Environment				
Lighting: Artificial Lighting		Pushing/Pulling: Occasionally - activity occurs < 33%				
Lifting: Occas	ionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%				
Other: Click h	ere to enter text.					
Type of Envi						
☐ High Rise	⊠ Cubicle □ Warehouse □ Outo	doors Other:				
	rith Customers: o work in the lobby □ R	aguired to work at a public counter				
	•	equired to work at a public counter equired to assist customers in person				
☐ Other:						
5. SUPERVISION EXERCISED: (List total per each classification of staff)						
Directly supervises: 3 Information Technology Specialist III positions; 1 Information Technology Specialist II						
position. 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:						

Civil Service Classification

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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: Dat	nature: Date:				
7. HRSD USE ONLY					
Personnel Management Group (PMG) Approval					
□ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved			
☐ Exceptional allocation, STD-625 on file.	dmg	9/18/2023			
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