

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: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
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.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering	
<p>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.</p> <p>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</p>	

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 of Duties	Essential Functions
30%	<p>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.</p>
25%	<p>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.</p>
25%	<p>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.</p>

Civil Service Classification
Information Technology Manager II

Position Number
280-351-1406-976

Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	9/18/2023
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>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.</i> 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