

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Information Technology Section/Software Development Group		DIVISION Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Manager I		BARGAINING UNIT M01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-041-1405-003		CURRENT DATE 09/20/2023			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY		DATE	

FUNCTION OF POSITION  
Under the general direction of the Information Technology Manager II, the Information Technology Manager I is responsible for managing and directing the Software Development Group Group (SDG). The SDG has responsibility for several high-profile and mission-critical projects and systems. The duties of this position fall under the following domains: Business Technology Management, IT Project Management, Client Services, and Software Engineering for the SDG.

SUPERVISION RECEIVED  
The Information Technology Manager I reports directly to and receives the majority of their assignments from the Information Technology Manager II. However, direction and assignments may also come from the Assistant Chief or Chief.

SUPERVISION EXERCISED  
The Information Technology Manager I provides general direction to four Information Technology Supervisor IIs and three Information Technology Specialist IIs.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
35%	<b>BUSINESS TECHNOLOGY MANAGEMENT:</b> Manage and direct the activities of an information technology (IT) staff responsible for developing, enhancing, and maintaining automated systems in support of the Department's Programs and Long Range Information Systems Plan. Manage IT resources in line with the Department's priorities in regards to project deadlines. Provide oversight in the development of IT policy and programs related to IT while ensuring compliance with state laws and policies, including IT governance. Manage the SDG budget and procurement. Oversee staff that perform impact analysis on proposed legislation with an IT component, perform research related to technology trends and best practices, and develop strategic plans aligned with business and organizational goals. Collaborate with outside agencies in statewide deployments and initiatives. Provide general supervision and coordination of staff, hire and develop employees through training and performance review reports, and conduct meetings with staff and CHP internal and external customers.
30%	<b>IT PROJECT MANAGEMENT:</b> Direct the activities of staff in completing application development projects. Review project work requests and recommend project priority. Coordinate with user management, and Division management, to resolve resource conflicts and implement changes in resource usage as necessary. Assign projects to work units and approve project schedules. Provide oversight in the preparation of project documentation, which includes Project Management Framework documentation, such as charters, schedules, risk assessments, communication plans, training plans, deployment plans, and project requirements. Ensure efficient and effective delivery of IT products, services and systems. Monitor project progress, report project status and take corrective action as necessary. Review project work to ensure adherence to departmental standards and maintain system security standards. Determine and manage the best procurement approach to efficiently purchase or acquire products and services. Conduct formal presentations to project team members, user management, Division Management, Executive Management, and other departments as required.
15%	<b>CLIENT SERVICES:</b> Oversee the evaluation, configuration, and provisioning of software and some hardware devices utilized by the field for various applications. Deploy version upgrades and fixes as needed on a regular basis to ensure devices are up to date and in compliance with policies and new laws that require additional reporting and compliance.

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15%	SOFTWARE ENGINEERING: Ensure software design standards are established for all software applications. Ensure documentation of analysis and specifications using best practices/methodologies are utilized to develop detailed software designs. Ensure the program, documents, testing and maintenance of software is conducted in accordance with departmental requirements and California Department of Technology requirements.
	<b><u>Non-Essential Functions</u></b>
5%	Other duties, within the scope of the classification, as assigned.
<b>TOTAL</b>	<b>100%</b>

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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