

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

**Section A: Position Profile**

A. DATE 9/29/2023	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager I		E. POSITION WORKING TITLE DevSecOps Manager
F. CURRENT POSITION NUMBER 695-311-1405-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services/Technology Innovation Services/DevSecOps Engineering - Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Surendrababu Chenneerappa, Information Technology Manager II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY/8:00AM-5:00PM/DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management    <input type="checkbox"/> IT Project Management    <input type="checkbox"/> Client Services  <input type="checkbox"/> Information Security Engineering    <input checked="" type="checkbox"/> Software Engineering    <input checked="" type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>Under the general direction of the Information Technology Manager II (IT Mgr II), the Information Technology Manager I (IT Mgr I) has full responsibility for managing the DevSecOps Engineering team. The primary area of responsibility for the team is to ensure the successful execution of all Office of Digital Services (ODS) and other business requests for this team, including DevSecOps/Agile Consulting, Security/Infrastructure/Configuration Management, Automation for "Build and Release" Engineering, Site and Infrastructure Reliability, Facilitation of Automated Testing. The IT Mgr I is responsible for the hiring process for DevSecOps Engineering, makes recommendations for training needs, and is responsible for standards, policies, procedures, and business process improvements.</p>
% of time performing duties	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.) The IT Mgr I will plan, organize, and direct all the activities of the Section.</p> <p><b>Team Management</b></p> <ul style="list-style-type: none"> <li>• Develop and update duty statements for DevSecOps employees as needed, establish performance expectations and other work requirements; complete a Performance Appraisal Summary annually, complete probationary reports on a timely basis; manage performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary.</li> <li>• Encourage team building, facilitate cross-training, and promote continuous improvement. Implement motivation techniques, promote, and provide training for employees, and create a positive climate for change.</li> <li>• Ensure subordinate employees comply with all ODS policies, standard office operating procedures, and department protocols.</li> <li>• Work with the team to organize workload by defining epics, creating user stories, identifying tasks, providing estimates, and executing to meet scheduled targets.</li> <li>• Utilize team feedback and provide metrics (velocity trends, backlog health, quality, and delivery rate) to identify areas of opportunity and works with the team to encourage continuous improvements.</li> <li>• Integrate Agile &amp; Lean principles into team practices and work products.</li> <li>• Lead and mentor a growing DevSecOps team.</li> <li>• Work cohesively with matrixed teams.</li> </ul>
35%	
30%	<p><b>Program Development and Oversight</b> The IT Mgr I directs the development of the infrastructure development services to ensure cost-effective and technologically sound services.</p>

- Drive initiatives to help introduce or improve DevSecOps capabilities that leverage productivity for scalable deployment and automated workflow capabilities.
- Work directly with development teams to understand their needs, provide recommendations on infrastructure, DevSecOps toolchain design, and then drive implementation.
- Clearly understand business and technology dependencies and work with cross-functional teams to deliver products on time.
- Ensure system integrity through all phases of the system development lifecycle.
- Provide planning direction to team leads and follow-up on all projects. As required by ODS's customers, plan, manage and coordinate the installation and maintenance of complex application systems using customer's schedules, vendor requirements, and department standards and policies as guidelines.
- Oversee the tools and methods necessary to meet service level objectives of DevSecOps Engineering.
- Serve as a subject matter expert on application development teams or groups, representing ODS.
- Work with staff and others throughout the California Department of Technology (CDT) to establish performance metrics and service models to provide timely and sustainable services.
- Track and report to upper management on progress to ensure work assignments are completed in a timely manner.
- Integrate new and best practice software tools/method that will support, enhance and grow ODS's current CI and CD capabilities.
- Research, implement, and share best practices for configuration management, Infrastructure as Code, and managing distributed systems.
- Responsible
- for overseeing the planning and execution of various DevSecOps standards which enable the state's greater technology community and business programs and share knowledge and best practices.

30%

**Program Management** Perform day-to-day management activities of DevSecOps Engineering

- Lead and facilitate teams to meet business and technical objectives, resolve conflicts, and document outcomes to ensure smooth progress on department initiatives.
- Effectively manage vendor relations, forecasting infrastructure costs, license management, helps leadership in infrastructure budgeting,
- Responsible for organizing activities in support of the organization's strategic direction, by creating short and long-term plans to include measurable goals and objectives for the program.
- Proactively identify impediments and appropriately resolve using a network of peers and formal channels.
- Reports and provide insights and all infrastructure needs for ODS.

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

5%

The IT Mgr I will attend and/or conduct staff meetings which include:

- Attend the weekly Managers staff meeting. This includes the preparation of a weekly report on all DevSecOps activities.
- Conduct a weekly DevSecOps staff meeting and keep upper management updated on events and discussions held.
- Make presentations before customers, staff, and CDT management on DevSecOps' projects, as needed.
- Act as cost center manager for application development projects. Assist in the training and development of staff regarding research, analysis, and product installation designs and projects
- Manage and report on other technical projects as requested.

**Work Environment Requirements**

- The IT Mgr I supports a critical infrastructure team for all ODS built and supported applications that run 24x7 and, therefore, may need to work off hours as needed.
- Required to carry and be responsive via a mobile device.
- May be required to travel for training and to other departmental sites in the greater Sacramento area.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The IT Mgr I will receive broad administrative and policy direction from the IT Mgr II. This position requires the incumbent to utilize creativity and ingenuity for developing and analyzing various administrations and applications.

**Actions and Consequences:**

Decisions and recommendations made by the IT Mgr I have severe and significant economic impact on client programs and IT systems. The consequence of the poor decision, judgment, or advice may have a negative or severe impact on the reputation of CDT and client confidence in the services provided by CDT and a negative effect on the budgets of clients and CDT.

**Personal Contacts:**

The IT Mgr I works closely with all levels of staff and management in ODS and (OTECH) Office of Technology Services. In addition, the IT Mgr I will work closely with, executive staff, outside customers and vendors. The IT Mgr I also will have personal contact with administrative staff to discuss budgetary, personnel, and procurement issues. The IT Mgr I must also prepare and present thorough overviews/demonstrations of various applications to customers and staff.

**Administrative and Supervisory Responsibilities** (Indicate "None" if this is a non-supervisory position.)

The IT Mgr I is responsible for developing and monitoring program goals and objectives, as well as budget. The IT Mgr I is responsible for day-to-day operations, personnel development, and oversight of vendors and consultant contracts.

**Supervision Exercised:**

The IT Mgr I will act as the DevSecOps Manager and will have full supervision and management responsibility for the staff.

**Other Information**

**Desirable Qualifications:** (List in order of importance.)

- Possess strong DevOps, DevSecOps, and skills that requires to manage highly technical engineering teams.
- Experience designing and implementing secure automation solutions for development, testing, and high- availability production environments in either public or private cloud technologies (e.g. AWS, Azure, GCP, OpenStack etc.) and experience with network, security, deployment, automation, serverless technologies.
- Experience working with agile development teams in continuous integration / continuous release cycles model such as DevOps Build Server, Ansible, Circle CI, Jenkins, and Puppet to maximize efficiency.
- Experience with cloud platforms, virtualized platforms container systems (Docker) and container orchestration (e.g., EC2 Container Service, Kubernetes, OpenShift etc.).
- Experience with Logging and Monitoring (e.g. Splunk, Kibana, Monitis, Microsoft Sentinel CloudWatch, New Relic, SolarWinds, Datadog, etc.)
- Experience in infrastructure automation/Configuration Management, including but not limited to: Ansible, CloudFormation, PowerShell, Terraform, Chef, Puppet, Vagrant and Azure Resource Manager.
- Be able to work independently, direct the activities of teams, maintain schedules, and bring projects to a timely closure.
- Knowledge of CDT business areas.
- Excellent communication and customer service skills are essential.
- Knowledge of project management best practices.

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT) Surendrababu Cheneerappa	SUPERVISOR SIGNATURE	DATE
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