DUTY STATEMENT

Employee Name:	Current Date: 10/4/23
Classification: Information Technology Manager II	Position #: 812-010-1406-002
Division/Office: Office of the Secretary	CBID: M01
Section:	
Supervisor Name: Vacant	Supervisor Classification: Agency Information Officer

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☐ Designated under Conflict of Interest Code.
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:
1 Information Technology Specialist III
Multiple contractors

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (CalEPA) is to restore, protect and enhance the envirnonment and to ensure public health, envornmental quality and economic vitality. The Fiscal and Administrative Programs Unit ensures the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordiantes, implements and oversees fiscal, human resources, administrate policies and information technology throughout the Agency. The Unit also administers the Office of the Secretary's (OOS's) budget and office operations.

CONCEPT OF POSITION:

Under the general direction of the Agency Chief Information Officer (AIO), the Information Technology Manager II (ITM II) will serve as the Project Director for the California Environmental Reporting System Next Generation Project and manage the Project Management Unit serving as the Agency IT Portfolio Manager.

The California Environmental Protection Agency (CalEPA) oversees the statewide implementation of the Unified Program (UP) that protects Californians from hazardous materials and hazardous waste. The UP ensures consistency throughout the State concerning administrative requirements, permits, inspections, and enforcement of six hazardous materials and hazardous waste management programs. The California Environmental Reporting System (CERS) is the statewide web-based system that supports the electronic exchange of required Unified program information among regulated businesses, local governments, and the U.S. EPA. CERS was established in 2009 and is maintained entirely by CalEPA. This system has reached end of life and the ITMII will serve as project director for the CERSNextGen project. This project is estimated at over $15M will take take approximately 5 years to complete.

The Project Management Unit provides IT project support for the Office of the Secretary's (OOS's) IT projects. The ITM II is responsible for the development and implementation of IT project management processes, procedures and standards, and assist OOS in compliance with control agency mandates

(technical, financial, and reporting), by ensuring that appropriate practices are followed. By conducting this business critical function, the ITM II will reduce the risk and impact of costly issues on IT projects and ensure that OOS's IT projects are consistently managed in accordance with industry best practice standards.

As the Agency IT Portfolio Manager, the ITM II will work closely with the AIO and the baords, departments and offices to maintain and manage the Agency's IT Project Portfolio. The ITM II will manage the Independent Validation & Verification (IV&V) consultants on reportable projects, review Project Approval Lifecycle (PAL) documents, Special Project Reports and other IT-related documents and provide analysis and recommendation to executives. CalEPA (and BDO's) IT Project portfolio is valued at over $100M.

% OF TIME	RESPONSIBILITIES OF POSITION
40%	Project Director Serve as the project director for large-scale IT projects. May serve as project sponsor or steering committee member on projects. Functions as a liaison between senior management, vendors, project managers, and other information technology professionals to communicate and coordinate strategy, direction, and changes for OOS's IT projects.
20%	Planning Oversight: Manages the development, administration and maintenance of IT project management and IT project governance policies, procedures, standards, guidelines and tools. Monitors the use of approved processes, procedures and tools to ensure IT projects are consistently managed in accordance to State, Agency and industry standards. Serve as the primary liaison to control agencies regarding review of IT Project approval documents, and on interpretation of state policies governing IT projects. Supervises the coordination and development of Project Approval Lifecycle documents, Budget Change Proposals and Legislative Bill Analysis.
20%	Project Management Unit Manager Oversees and directs the work of the Project Management Unit, directly supervising technical staff responsible for carrying out the functions of the Unit, including but not limited to: customer relationship management, OOS project portfolio management, IT project management, business analysis

	services, and assisting with development and review of IT procurement documents
15%	CalEPA IT Project Portfolio Manager Direct the establishment of policies and processes for the CalEPA IT Portfolio. Oversees Independent Verification & Validation (IV&V) vendors for reportable IT projects. Review CalEPA Project Approval Lifecycle (PAL) documents, Special Project Reports and other IT-related documents and provide analysis and recommendation to executives. Develops and maintains effective communication and working relationships with AIO, BDO CIOs, executive management, state agencies, vendors and business stakeholders. Represents CalEPA at various meetings and conferences.
5%	Administrative Duties Performs administrative duties including, but not limited to: adheres to OOS policies, rules, and procedures; submits administrative requests including leave, overtime, travel and training in a timely and appropriate manner; accurately report time in timekeeping system and submits timesheet by due date.

HRB Approved
July 26, 2021
C&P Authority: Huerta