Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Information Technology Services Division	Information Technology Manager II	549-073-1406-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
IT Administration, Projects & Procurement Section	Deputy CIO/IT Administration, Projects & Procurement Chief	M01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
IT Administration, Projects & Procurement Section	Sacramento – Headquarters	
STATE HOUSING (Check if applicable)		**IMMEDIATE SUPERVISOR**
☐ State Housing may be required.		CEA (CIO)

POSITION DESCRIPTION

Under the administrative direction of the Chief Information Officer (CIO), Deputy Director of the Information Technology Services Division (ITSD), the Information Technology Manager II (ITM II), IT Administration, Projects, and Procurement Section Chief, serves as the point of contact for information technology (IT) administration, projects, and procurement. The ITM II also serves as the Technical Sponsor for all Enterprise IT projects within DPR. The ITM II will serve as an enterprise-wide liaison with its control agencies (CA Dept of Technology (CDT), Dept of General Services (DGS), and Dept of Finance (DOF), internal and external management, and direct a matrix organization of technical and business subject matter experts to develop and lead engineering efforts for all enterprise Information Technology initiatives. The ITM II oversees the IT Project Management and Oversight (PMO) team that guides enterprise projects though the process of business analysis, project proposal initiation, and guides large enterprise project proposals through the State's Project Approval Lifecycle. (PAL) and provides direct management and leadership of technical and professional staff as well as specialized consultants contracted to assist with major IT project efforts.

The ITM II works closely with the CIO, Chief Technology Officer (CTO), and Chief Information Security Officer (CISO) to formulate and implement Information Technology (IT) strategic plans, roadmaps, policies, standards, and process improvements for the ongoing operational effectiveness of DPR's business applications and data management solutions. In this role, the incumbent must have the ability to work in a fast-paced environment with rapidly changing needs and issues.

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**Section Management** The ITM II has full management responsibility for the effective analysis, design, procurement, implementation, maintenance and operation of the Department of Parks and Recreation (DPRs) enterprise business applications and data management service, and the IT administrative operations. Provides guidance, sets performance goals, and fosters a culture of innovation and collaboration. Responsible for hiring and developing top talent, ensuring the team has the necessary skills and resources, and promoting professional growth and development. These Sections include: • Directly manage the Project and Policy section to include project management and oversight services. • Directly manage IT Procurement and Contract Services Section (purchasing IT goods, IT contracts, mobile and video device management, and related policy development and management).

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	• Directly manage the Fi$Cal Application and IT Budget Management Section to include Fi$Cal policy management, IT budgetary functions, invoicing, Fi$Cal control, and bill payment processing. • Formulates and oversees the IT budget for the IT Division.
35%	**IT Project Intake, Management, Oversight, and Reporting** The ITM II is responsible for facilitating and managing the Information Technology Governance Committee (ITGC) meetings and program. The ITM II formulates, recommends, and implements department-wide policies that have a significant impact on all business programs. Serves as the expert in the development and implementation of IT project management oversight procedures to support all IT projects and efforts. • Provide consultation and guidance to IT staff and program staff on State of California project management lifecycle including the standards, methodologies, tools, and processes. • Review and approve implementation and ongoing updates to DPR developed industry standards, best practices, and methodologies for information technology project management during all phases of the SDLC. • Perform impact analysis and recommend implementation strategies as a result of any changes to the State's IT standards, policies, instructions, processes, and guidelines as reflected in State Administrative Manual (SAM), SIMM, Technology Letters, Management Memos, Budget Letters, and/or legislative or regulatory changes. • Advise, consult, and collaborate with other project managers and teams in guiding projects from concept through implementation. • Act as IT project sponsor and partner with business sponsors as steering committee members to provide guidance and direction in identifying and managing delivery opportunities, and risks to projects. • Provide guidance and direction to project team in project initiating, planning, executing, monitoring, controlling, and closure activities and assists in resolving problems at all phases. • Provide guidance and direction for requirements analysis and documentation, system design, development, testing, integration, and implementation of IT systems. A thorough, in-depth knowledge of the State procurement methodology/process (IT & Non-IT), including but not limited to: DGS' Procurement Division and CDT's Statewide Technology Procurement policies and the various reporting requirements.
20%	**IT Policy and Administration** • Perform high-level administrative and policy influencing functions effectively. Including reviewing and approving for updates: Departmental Notices, Administration Manuals, and Operational Manuals. • Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the media, and the legislative and executive branches; analyze complex administrative problems, policies, and procedures, and recommend effective courses of actions; and communicate effectively. Serves in a back-up role as Chief Information Officer overseeing the Information Technology Services Division permanent staff, intermittent staff, consultants, students, and volunteers, as required.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	**5% Professional Competency** Attend appropriate seminars, conferences, and training to maintain a level of professional competency in the information technology field. Keep up to date by reading technology periodicals and e-mail updates. Perform other related duties that are within the scope of this classification, as required.
TYPICAL WORKING CONDITIONS	

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TELEWORK DESIGNATION:
This position is designated as telework eligible. This position is remote-centered.

SPECIAL REQUIREMENTS:
None.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE