

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT California State Transportation Agency (CalSTA) via CHP		DIVISION Agency Enterprise IT Portfolio Services		
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Manager I		BARGAINING UNIT M01	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-040-1405-940		CURRENT DATE 11/15/2023		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input 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 Agency Enterprise IT Portfolio Services Chief, the Information Technology Manager I is responsible for serving as an expert advisor to provide project support services and oversight for the IT Project and IT services planning, development and implementation efforts for CalSTA departments. The incumbent will represent and ensure alignment with Agency's strategic initiatives, guiding principles, enterprise architecture guidelines, state policies, and industry best practices. The incumbent directs the most critical/complex projects where the consequences of error may have a serious detrimental effect on the operating efficiency of CalSTA departments. The incumbent is responsible for using experience and knowledge to identify and inform key project processes and related critical success factors that can improve the probability of successful project implementations with a focus on the critical and complex projects and related activities across Agency. The incumbent will be developing and documenting key guidelines, information and associated toolkits that can be offered to projects in collaboration with representatives from other departments and disciplines. The incumbent is also responsible for driving and/or contributing to the development of defined and documented internal processes for use by our Enterprise IT Portfolio Services and other Transportation departments to evaluate projects, their progress and efficiency and the suitability of their project efforts and related artifacts for the California State Transportation Agency (CalSTA). *Note - this position is on loan to the California State Transportation Agency (CalSTA)

SUPERVISION RECEIVED
The Information Technology Manager I reports directly to and receives the majority of their assignments from the AEIPS Chief.

SUPERVISION EXERCISED
The Information Technology Manager I provides oversight and guidance to multiple information technology positions.

WORKING CONDITIONS
The incumbent performs work indoors in a climate-controlled environment under artificial lighting.
The incumbent must carry a cell phone and respond to calls after hours to lead multi-disciplinary IT professionals team(s) in organizing, analyzing, troubleshooting and resolving IT problems; may travel to various Transportation Departments locations to provide expertise for IT operations.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	<p>Essential Functions</p> <p>35% Project & Portfolio Management: Serve as an Enterprise Portfolio and Project Manager. Plan, direct, organize, and control all work activities for critical enterprise projects and portfolio. Perform full range of project management activities including but not limited to, project integration management, procurement management, contract management, time management, scope management, schedule management, quality management, cost management, human resource management, risk management, and communications management.</p> <p>Work collaboratively with departments to understand proposed IT initiatives and to develop a flexible yet compliant planning strategy that reflects the criticality, complexity, and associated risks. Lead initial analysis of proposals and concepts using a standardized intake process, ensuring a comprehensive understanding of the business objectives, and driving towards a solution that can meet required business and technical requirements. Understand and propose development strategies that will allow for the incremental delivery of business value, regardless of development methodology. Support cost estimation and resource identification/allocation strategies, procurement and vendor management strategies that will allow for effective product and project management. Understand opportunities for solution re-use and connect departments to others within CalSTA who have used similar solutions to deliver similar business value. Partner with the California Department of Technology's (CDT) Project Oversight and Approval function in providing consultation to the CalSTA</p>
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	<p>departments in navigating through the State IT Project Approval Lifecycle (PAL) and Stage Gate product development, review, and approval. Contribute to statewide efforts to evolve and improve PAL planning documents and processes.</p>
30%	<p>Portfolio Oversight: Collaboratively develop, implement, and maintain an oversight framework to monitor the health of the CalSTA IT Project Portfolio. Evolve and implement a status reporting process that collects and presents project performance against key project metrics including those related to progress, delivery of business value, schedule compliance, budget compliance, and procurement management. Prepare related reports and dashboards required by CalSTA, CDT, DOF, and other oversight organizations. Develop, deliver, maintain, and update related training materials and sessions to create a common and comprehensive understanding of CalSTA project oversight reporting requirements. Perform analyses and impact assessments of project performance by working with the department project teams, reviewing the Project Status Reports, Independent Project Oversight Reports and the Independent Verification and Validation (IV&V) Reports to assess accurate project status and propose recommendations to AIO of IT projects' risk and issue mitigation strategies. Provide guidance and consultation to the project teams accordingly in identifying mitigation strategies to overcome project barriers and issues.</p> <p>Provide oversight of CalSTA IT Governance policies and practices to ensure Agency-wide adherence to IT processes and standards. Perform IT Governance activities including: formulate and recommend of Governance policies, practices, processes, and procedures; implement and enforce IT Governance; and perform governance reviews and audits. Conduct technology operational performance analysis and report findings. Provide expertise and input in strategic and tactical planning activities associated with promoting IT direction.</p>
30%	<p>Policy analysis, Portfolio Management Tools, Documentation and Analysis: Evaluate the various policies released by the control agencies: CDT, Department of Finance (DOF) and the Department of General Services. Assess the potential impact to CalSTA and the Transportation Departments; provide recommendations for the response strategy of new policies (if needed) to ensure proper communication and compliance across all Transportation Departments. Provide strategic guidance to the departments on all activities related to IT policy compliance. Ensure Project Stage Gate products and Special Project Reports submission align with the Budget Change Proposals prepared for submission to DOF, per appropriate year Budget Letters.</p> <p>Develop, maintain, and evolve processes and related automated tools to support planning portfolio oversight activities and to streamline reporting. Analyze and process required project forms in support of department compliance. Maintain ongoing documentation regarding department project activities and related actions/decisions to ensure ongoing continuity. Coordinate project-specific reviews, presentations, and approvals with CalSTA directorate. Provide various ad-hoc reports to CalSTA management that reflects data to support portfolio analysis and recommendations. Support CalSTA enterprise portfolio governance and management efforts.</p>
	<p><u>Non-Essential Functions</u></p>
5%	<p>The incumbent conducts analysis relative to IT trends and best practices in order to maintain operational readiness and to be continuously prepared for future technologies and operational capacity needs, utilizing inputs from staff, clients, peers and independent research in accordance with the direction of the AIO and applicable sections of the State Administrative Manual and Statewide Information Management Manual. Prepares a variety of informational and status reports pertaining to projects, work initiatives, recommendations and requests for approval among others. Prepares and delivers executive level presentations for internal and external audiences.</p>
TOTAL	100%

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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