

DUTY STATEMENT

1. POSITION INFORMATION							
Civil Service Classification Information Technology Manager II (ITM II)	Working Title Director of Technology						
Employee Name Vacant	Position Number 791-753-1406-002						
Project/Division Name CWDS-CARES	Supervisor's Name Kimberly Glenn						
Unit Information Technology Group	Supervisor's Classification CEA, B						
Physical Work Location 2870 Gateway Oaks, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction						
Effective Date TBD							
2. REQUIREMENTS OF POSITION							
<p>Check all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%;"><input type="checkbox"/> Requires Fingerprinting & Background Check</td> </tr> <tr> <td><input type="checkbox"/> May be Required to Work in Multiple Locations</td> <td><input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.): Telework may be available for this position based on business need. Some travel required.</p>		<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Requires Fingerprinting & Background Check	<input type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)		
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3. DUTIES AND RESPONSIBILITIES OF POSITION							
<p>IT Domains used:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Business Technology Management</td> <td style="width: 50%;"><input type="checkbox"/> Information Technology Project Management</td> </tr> <tr> <td><input checked="" type="checkbox"/> Client Services</td> <td><input checked="" type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Information Security Engineering</td> <td><input checked="" type="checkbox"/> System Engineering</td> </tr> </table> <p>Summary Statement (Briefly describe the position's organizational setting and major functions): Under the general direction of the Child Welfare Digital Services (CWDS) Assistant Deputy Director, the Director of Technology will head the Information Technology Group for the CWDS and is responsible for the overall technology approach, strategic planning, and implementation for the CWDS project and ensure alignment with the California Health and Human Services (CHHS) Agency, California Department of Technology (CDT) and other key stakeholders. The Director of Technology will work closely with the Assistant Deputy Director to support the CWDS during the development and implementation of the CWS-CARES as well as the maintenance and operations of CWS/CMS and CARES-Live. The ITM II will oversee all aspects of CWDS Information Technology (IT) portfolio SDLC as well as validate proposed solutions in the areas of and validate proposed solutions in IT platform, security infrastructure, digital services, cloud strategies and policies, and IT project intake of the CWDS.</p>		<input checked="" type="checkbox"/> Business Technology Management	<input type="checkbox"/> Information Technology Project Management	<input checked="" type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering	<input checked="" type="checkbox"/> Information Security Engineering	<input checked="" type="checkbox"/> System Engineering
<input checked="" type="checkbox"/> Business Technology Management	<input type="checkbox"/> Information Technology Project Management						
<input checked="" type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering						
<input checked="" type="checkbox"/> Information Security Engineering	<input checked="" type="checkbox"/> System Engineering						

Percentage of Duties	Essential Functions
40%	The Director of Technology will provide leadership and be responsible for CWDS' technology direction, focusing on operational outcomes. The ITM II will focus on the long-term technology vision and communication with the Assistant Deputy Director and key stakeholders. The ITM II will be knowledgeable on various technologies, architectural styles, design patterns, coding best practices, development environments and methodologies. Makes policy-level decisions to adopt technologies that meet the business needs and performance requirements of the CWDS. Oversees and reviews recommendations for exceptions to existing IT policies and standards to be adaptable to the rapidly changing technology landscape. The ITM II will advise the Assistant Deputy Director and team members on the pros and cons of emerging technologies and examine their costs and benefits to the project in terms of Return on Investments (ROI). Collaborates with and works closely with each state and vendor lead as well as state control agencies to ensure that adequate resources are allocated to meet the project's IT needs.
30%	The Director of Technology will be responsible for ensuring that the IT support needs of the CWDS portfolio of IT projects are met efficiently and effectively. Provides technology guidance and support for project related work by working closely with each project lead. Develops policies and implements technologies that will optimize the delivery of IT systems and services for the CWDS project.
20%	The Director of Technology will provide policy, operational, and technical oversight for the CWDS project as well as manage and direct the adoption of new technologies, plans, and strategies to meet the overall CWDS IT policy and direction. Develops operational strategies and adopts appropriate technologies to meet project functional requirements and ensures alignment with control agencies (i.e., CHHS, CDT, etc.). The ITM II will also represent the CWDS on state technology forums to assure the CWDS complies with state policy and direction. Develops new policies and procedures in response to changing state technology policy and direction.
10%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Intermittent (34-50%)	Sitting: Intermittent (34-50%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: Sit Stand Desk. Telework may be available for this position based on business need. Some travel required.	
Type of Environment: a. Cubicle b. High Rise	
Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)
 Directly – (2) Information Technology Manager I. Indirectly – (1) IT Sup II, a team of ITS I and ITS II's and vendors/consultants.

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature		Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print) Kimberly Glenn		
Supervisor's Signature		Date
7. HRD USE ONLY		
Human Resources Division Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	NM	11/30/2023
Reasonable Accommodation Unit use ONLY (<i>completed after appointment, if needed</i>) * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made:		

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE