



Duty Statement

DIRECTORATE/DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division		Information Technology Manager I	681-600-1405-001
BRANCH (if applicable)		WORKING TITLE	CBID
N/A		Chief Information Officer	M01
SECTION/UNIT (if applicable)		REPORTING LOCATION	INCUMBENT
Information Technology Section		715 P Street, 20 th Floor, Sacramento, CA 95814	N/A
IMMEDIATE SUPERVISOR			
Chief of Administrative Services (CEA A)			
MISSION STATEMENT			
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to advance long-term utility infrastructure safety through data-driven, wildfire mitigation evaluation and compliance, excavation standards and education, in collaboration with local, state, and federal agencies, and in support of improved utility infrastructure, safety culture, and innovation.			
POSITION DESCRIPTION			
Under general direction of the Chief of Administrative Services (CEA A), the incumbent will lead and manage the Information Technology Unit and will be responsible for formulating and administering organizational-wide information technology policies and programs, organizing and directing the work of the Information Technology Unit staff, and managing work in a combination of the following domains: business technology management, client services, information technology project management, software engineering, and system engineering.			
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
35%	Lead, manage, and direct the Information Technology Section by organizing workload and employees in order to ensure effective and efficient operations of IT programs, systems, and services to ensure the department's IT systems and services are meeting the needs of the organization by utilizing best practices and electronic processes (developing, implementing, evaluating, and prioritizing).		
35%	Formulate and administer organizational-wide information technology policies and programs by developing new standards and leading efforts to standardize processes and systems in order to provide a standard and effective IT services to the organization to ensure all technological business needs are being met by utilizing guidance and direction from management and determined priorities.		
25%	Directly manage work in a combination of IT domains (i.e., business technology management, client services, information technology project management, and system engineering) by evaluating existing resources, time constraints, and priorities in order to complete the IT Unit's services and support functions (i.e., IT Help Desk, IT Project Management, IT Application Development, etc.) to ensure that work is completed on time and accurately by utilizing the methods, data, knowledge, and technological resources available.		
MARGINAL FUNCTIONS:			
%	TASK/DUTIES		
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.		
TYPICAL WORKING CONDITIONS			



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Office environment		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-remote centered .		
SPECIAL REQUIREMENTS:		
Conflict of Interest This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.		
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 FUNCTIONS 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 (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 (TYPE)	EMPLOYEE SIGNATURE	DATE