

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Information Technology Services Division		EFFECTIVE DATE
BRANCH/SECTION Procurement & Project Management Section		CLASS TITLE Information Technology Manager I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-406-1405-005
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the general direction of the Director and Chief Information Officer for the Information Technology Services Division (ITSD), the Information Technology Manager I (ITMI) will serve as Manager over the Information Technology (IT) Procurement and Project Management Section (PPMS). The incumbent provides full management responsibility over the California Public Utilities Commission's (CPUC) IT Contracting, Procurement and Project Management functions and operations. This position is designated as the Purchasing Authority Contact under the Department of General Services delegated purchasing authority for the		
% Of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
25%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Supervisory: Plans, organizes, and directs overall operations of the Procurement and Project Management Section. Directly supervises a diversity of subordinate supervisors within the Section. Responsible for setting Section priorities, workload, service levels and overseeing resource management so that services are delivered successfully and timely. Responsible for hiring, developing, training, and retaining competent, professional staff that maintain an adequate level of specialized technical expertise to support current and future needs. Ensures effective staff development through identification of training needs, employee career development planning, and appropriate levels of specialized training. Counsels employees regarding attendance and work performance deficiencies, takes corrective action as appropriate and initiates adverse or corrective actions if necessary.</p>	
20%	<p>Project Management: Oversees and monitors the proper implementation and execution of the IT Project Intake Governance process for CPUC. Provides support throughout the lifecycle of projects, compliance reviews and audits, and prepares quarterly and annual reports as needed. Oversees the Project Approval Lifecycle process for all Non-Delegated IT projects. Works closely with program staff to ensure their contracting and project needs are met. Works with supervisor to ensure cooperative working relationships within the PMO, control agencies, vendors and program staff. Oversees the development of project artifacts, including project schedules and project plans, to facilitate the delivery of services. Ensures resources are identified and secured to support in-project objectives and prepare production change control requests and service requests.</p>	
20%	<p>Contract Management: Receive, review and assign all IT consulting contract requests working closely with the program and contract manager to ensure a successful project. Coordinates tasks among various teams and carry out Sections initiative to ensure proper contract management support for the Commission's business operations. With in-depth knowledge of state IT contracting rules and regulations (SCM Vol 3, SCM F, IT PPPM, SAM, SIMM), manages the high-level, complex contract solicitations (Interagency Agreements, Non-Delegated Projects) -</p>	

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

15%	<p>prepares solicitations, manages responses and evaluation process, awards and manages contracts. Ensures programs are assigned contract management support on all IT related projects.</p> <p>Procurement: Oversees all aspects of IT procurement which includes all IT goods, services, and consulting services, including those with commission-wide implications critical to the business success of the CPUC. Works closely with control agencies (CDT, DOF & DGS). Provides guidance to IT Buyers with developing scopes of work for service contracts. Performs the functions of a “super-user” for the FI\$Cal system for solicitation, contracts, and procurement.</p>
15%	<p>Budget: Oversees all aspects of the ITSD budget which includes activities related to budget development and maintenance, fiscal monitoring, analysis, and reporting; review and approval of program proposals and program budgets; allocation of funds; and preparation of expenditure reconciliations, including those with commission-wide implications critical to the business success of the CPUC. Provides guidance to IT Budget Control Officer with developing annual spend plan, approving ITSD procurement requests, managing the California Department of Technology monthly billing and all other IT invoicing.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u> Assist CIO with Division related work including the development of Budget Change Proposals (BCPs) and Control Agency or Legislative Reports. Oversee the performance and preparation of Section annual budget estimates and participates in Division budget planning and proper allocation of Section funds. Perform other job related duties as required.</p>
<p><u>KNOWLEDGE AND ABILITIES</u> [From Class Specs]</p>	
<p>Knowledge of: Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques. Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards. The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee</p>	

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability to:

Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs. Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services. Supervise technical personnel; plan, administer, and monitor expenditures; assess, analyze, and identify information technology policy needs; establish cooperative relationships and gain support of key individuals to accomplish goals; plan, coordinate, and direct the activities of multi-disciplinary staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- This position is covered in the Political Reform Act and is required under the CCPUC's Conflict of Interest Code to complete and file a financial disclosure Form 700 within 30 days of appointment and annually thereafter.
- Work in a climate-controlled office under artificial lighting. There will be occasional fluctuations in temperature. Sit at a desk during core office hours. Use a computer, keyboard, mouse, monitor, and printers for prolonged periods of time.
- Bend and stoop to retrieve and replace files and records weighing up to 20 pounds. Move about the office and stand or sit for long periods at a time.

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

- Proficiently use standard office technologies, including computer applications, phone equipment, Internet, voicemail, email, etc.
 - Occasional travel via private or public transportation (i.e., drive an automobile, take an airplane flight, etc.) that may include overnight lodging, several days at a time and long distance within California.
 - Provide good customer service. Develop and maintain cooperative working relationships with managers, supervisors, other employees, and, as required, control agencies and other departments. Recognize emotionally charged issues, problems or difficult situations and respond appropriately, courteously, honestly, and professionally. (See Government Code 19572 which applies to all state employees.)
- Occasional overtime work may be required.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

<p><i>SUPERVISOR'S NAME (Print)</i> Ryan Dulin, Acting CIO</p>	<p><i>SUPERVISOR'S SIGNATURE</i></p>	<p><i>DATE</i></p>
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<p><i>EMPLOYEE'S NAME (Print)</i></p>	<p><i>EMPLOYEE'S SIGNATURE</i></p>	<p><i>DATE</i></p>
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