



**OFFICE OF THE INSPECTOR GENERAL**  
**Classification**  
**Duty Statement**

<b>Classification</b> Information Technology Manager II	<b>Working Title</b> Chief Information Officer
<b>Office/Unit/Section</b> Information Technology Unit	<b>Team</b>
<b>Position Number</b> 297-001-1406-301	<b>Region/Geographic Location</b> Sacramento
<b>Incumbent</b> VACANT	<b>Effective Date</b>

**SECTION A: GENERAL DESCRIPTION**

Under the administrative direction of the Chief Deputy Inspector General, the Chief Information Officer (Information Technology Manager II (ITM II)) is responsible for the development, management, and implementation of IT activities in support of the business goals and objectives of the OIG and its stakeholders. The incumbent is responsible for managing the OIG’s Information Technology portfolio of the six domains belonging to the Information Technology Unit (ITU). The incumbent is responsible for developing and managing the IT budget, IT policy, IT strategic plans, and IT recovery plans. The incumbent provides supervision and a high-level of technical leadership that ensures enterprise services and applications are delivered timely and securely. The incumbent acts as a liaison with external stakeholders on behalf of the OIG.

**SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)**

35%	(E) – Provides oversight and leadership for technology projects and initiatives; identifies and prioritizes technology initiatives in support of the OIG's mission; provides guidance to executive staff in the assessment and analysis of complex technical solutions; formulates policy, recommends innovations, and has decision-making authority for increased efficiency related to OIG and statewide technology initiatives; responsible for all planning, budgeting, development, implementation, and management of IT resources within the Business Technology Management, Client Services, Information Security Engineering, Software Engineering, System Engineering, and IT Project Management domains; manages the development, implementation, and monitoring of the OIG's strategic, operational recovery and disaster recovery plans.
30%	(E) – Performs the full range of supervisory duties by evaluating the performance of ITU staff; responsible for planning, organizing, directing, and reviewing the work of ITU staff; supervises technical staff and consultants responsible for the research, selection, installation, configuration, and maintenance of cloud, on-premise and hybrid infrastructure and services; supervises application development staff and consultants responsible for the selection,

	development, integration and maintenance of all software applications; oversees and participates in the development of plans, schedules, standards, and policies for IT projects.
20%	(E) – Consults with OIG managers and supervisors in support of each unit’s information technology initiatives; acts as a liaison with control agencies, vendors, and business partners for the purpose of innovating, extending, improving, and resolving technology issues; acts as a liaison between the OIG, the California Department of Corrections and Rehabilitation (CDCR), and the California Correctional Health Care Services (CCHCS) facilitating integration with and access to CDCR and CCHCS data and IT resources; meets regularly with CDCR’s Deputy Director of Enterprise Information Services.
10%	(E) – Responsible for managing IT procurement, asset inventory, contracts, software licenses and service contracts.
5%	(M) – Participate in staff meetings, perform presentations, provide work status reports, coordinate, and collaborate with control agencies and other state agencies, and perform other duties as assigned; travel to regional offices; perform work after hours and on weekends.

### **SECTION C: SUPERVISION RECEIVED**

The Information Technology Manager II is supervised by the Chief Deputy Inspector General.

### **SECTION D: SUPERVISION EXERCISED**

The Information Technology Manager II directly supervises information technology staff, contract personnel, and student assistants.

### **SECTION E: OTHER INFORMATION**

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The individual occupying this position has access to confidential or sensitive information is expected to always maintain the privacy and confidentiality of such information.

**I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)**

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Employee Signature

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Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

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Date

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Printed Name & Classification