

Current Proposed

Classification Title Information Technology Manager I	Division/Unit Information Technology Division
Working Title Project Portfolio and Analysis Branch Chief	IT Domain (if applicable) IT Project Management, Business Technology Management, Software Engineering
Position Number 363-175-1405-002	Effective Date
Name	Date Prepared

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Chief Information Officer (CIO), CEA B, the Information Technology Manager I serves as the Project Portfolio and Analysis Branch Chief in the Information Technology Division (ITD) to support the CIO by directing the work of assigned staff to plan, execute, control, transition and close out projects both internal to CalHR and the State Personnel Board (SPB) and implemented in coordination with external entities that may include other State departments, agencies, local government entities, legislative groups and vendors. Coordinates with peers within the programs to ensure new initiatives and projects are at the appropriate scope, requirements are clearly documented, adequate schedules and budgets are in place, and efforts are appropriately resourced.

Job Functions

[Essential (E) / Marginal (M) Functions]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage (%)	(E) or (M)	Job Duties
40%	(E)	IT Portfolio and Project Management Leadership <ul style="list-style-type: none"> Lead the Department's IT Project & Portfolio Management Branch (PPM), acting as a primary advisor to the Chief Information Officer

		<p>(CIO) on policies and strategic initiatives within the Information Technology Division (ITD). Oversee project management processes and strategic planning to align IT projects with departmental goals. Establishes and maintains an executive-level IT project focus by developing and providing technical project management expertise, guidance, and advisement to the department’s executives and oversight agencies.</p> <ul style="list-style-type: none"> • Assists the CIO with project oversight matters and supports the division's operational and strategic goals and missions. Establishes and maintains Department policies to support efficient and effective project management and business analysis. • Serve as a member of the ITD Leadership team and participate in developing, implementing, and evaluating the ITD’s strategic plans, emphasizing IT-supportive priorities aligned with Departmental goals. • Institutionalize project management and solution delivery best practices for IT projects. Provide oversight in preparing project documentation, including Project Management Framework documentation. Examples include charters, schedules, risk assessments, communication plans, training plans, deployment plans, and project requirements. • Chair the Information Technology Steering Committee to facilitate IT Project intake, coordination, and status with Division Chiefs. Provide relevant information to the CIO, Division Chiefs, IT Steering Committee, and Executive so that they can make informed and timely decisions. • Acquire and manage IT resources in line with the department's priorities. Track and report on IT resource allocation and forecast. • Review projects and service requests and recommend project and service request priority. • Assign projects to work units and resources. Monitor project progress within the portfolio, report project status, and take corrective action as necessary. Collaborate with ITD branch chiefs in managing and directing the activities of an information technology staff responsible for developing, enhancing, and maintaining automated systems supporting the IT project initiatives. • Implements and monitors IT project oversight for large-scale statewide IT projects to ensure successful outcomes. • Ensure all IT projects adhere to departmental standards and the project management framework • Participate with the CIO in CalHR and State Personnel Board’s (SPB) planning, information sharing, and visioning. • Remains current on related IT advances, best practices state laws, and guidelines. • Serve as the primary contact for project stakeholders, including other state departments, agencies, and the public. • Set and enforce project standards, development, and maintenance standards for quality.
40%	(E)	<p>Business Analysis Leadership</p> <ul style="list-style-type: none"> • Provides oversight and direction for the Business Analysis process to meet comprehensive customer needs and to adhere to business analysis artifacts, activities, and timelines. Ensures project status is

		<p>reported to all affected participants on a timely basis. Negotiates with project sponsors and stakeholders to ensure outcomes are in accordance with project scope and objectives.</p> <ul style="list-style-type: none"> • Works closely and communicates regularly with the Business Analyst lead to establish standards, guidelines, tools (e.g. Azure DevOps), and methodologies (Agile, Waterfall, Scrum) to be adopted and used consistently for the business analysis processes. • Manages, assigns, and monitors the PPM team’s business analyst workload to ensure effective resource utilization. • Aligns BA activities with IT strategic goals and objectives in order to deliver processes that have the greatest impact to successful IT operations. • Provides leadership, management, and direction to the business analyst team to accomplish project objectives. Reviews and refines deliverables for accuracy, consistency, and completeness. • Addresses escalated risks, issues, and changes to provide guidance on the mitigation strategy. • Oversees and directs a full range of business analysis activities in all phases of the Software Development Lifecycle (SDLC), including, but not limited to, level-of-effort estimation, technical research, sprint/iteration planning, risk identification, requirements gathering, system design, user acceptance testing, and implementation support.
15%	(E)	<p>IT Strategy and Operations</p> <ul style="list-style-type: none"> • Support CIO in establishing goals and objectives in support of the Division's strategic plan and develop action plans to ensure they are accomplished within prescribed timelines. • Develops and implements planning policies, standards, and tools to ensure incoming workload is accepted, assigned, scheduled, monitored, tested, and delivered on time, within budget, and aligned with customer requirements. • Implements and monitors efficient procurement best practices to ensure contract standardization, customer service excellence, best practices, and best use of available funding. Oversee vendor contract negotiations and contracting activities. • collaborate and manage the release schedule for projects and future enhancements. • Establish policy and governance models to determine IT project prioritization and compliance with IT and program policies that align with department strategic objectives. Collaborate with the California Department of Technology (CDT) and the Government Operations Agency to facilitate CalHR portfolio visibility, including planning and coordinating related meetings, presentations, briefings, and reports. • Oversee staff that perform impact analysis on proposed legislation with an IT component, perform research related to technology trends and best practices, and develop strategic plans aligned with business and organizational goals. • Collaborate with outside agencies in statewide deployments and initiatives. • Ensure documentation of analysis and specifications using best practices/methodologies are utilized to maintain the Systems Development Life Cycle.

tiem5%	(M)	<ul style="list-style-type: none"> • Work closely with the team to establish and enforce business analysis and project management standards and templates aligned with best practices from the Project Management Institute, IIBA (International Institute of Business Analysis), and the Department of Technology Project Approval Lifecycle process. • Reviews and provides guidance on legislative bill analysis and evaluate the impact on projects • Travels statewide to attend meetings, trainings, and seminars.
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Supervision Received

The Information Technology Manager I reports directly to and receives the majority of assignments from the Department’s CIO; however, direction and assignments may also come from the Chief Technology Officer.

Supervision Exercised

The Information Technology Manager I supervises: Information Technology Specialist (ITS I and ITS 2) Project Managers/Business Analysts and Information technology Associates (ITA)

Special Requirements / Desirable Qualifications

- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills.
- Ability to plan, organize, facilitate, and coordinate multiple resources and projects under strict guidelines and timeframes.
- Strong leadership and management team experience demonstrating an ability to create clear goals and expectations, encourage leadership, use sound judgment in managing complex and
- Skilled in encouraging collaboration across diverse teams, encouraging stakeholder engagement, and in relationship management.

Working Conditions

The duties of this position are performed indoors. The employee’s workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Include information on travel, overtime, and environmental factors. Describe physical tasks performed, operating machinery or equipment, ability to lift, etc.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date