

DUTY STATEMENT

Employee Name:	Position Number: 580-152-1406-XXX
Classification: Information Technology Manager II (Information Security Engineering)	Tenure/Time Base: Permanent / Full-Time
Working Title: Technology Integration Services Branch Chief	Work Location: 1616 Capitol Ave, Sacramento, Ca 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Technology Integration Services Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The Information Technology Manager II (ITM II) works under the administrative direction of the Assistant Deputy Director, Chief Technology Officer (CTO) of the Information Technology Services Division. Acting as Executive Manager of the Technology Integration Services Branch (TISB), the ITM

II provides leadership and direction to professional and highly technical staff responsible for designing, implementing, and securing technology solutions, leading the organization's technological evolution. This includes, but is not limited to, the activities of the Security Operations Center (SOC) within TISB, which enhances cybersecurity, integrates SOC capabilities, and proactively identifies security threats. The ITM II oversees the design and implementation of technology solutions and champions cloud-based technologies and innovative approaches. Their strategic vision and leadership ensures CDPH remains at the forefront of digital innovation while maintaining security and compliance.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% to the CDPH Richmond Campus and/or other facilities may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

40% TISB Management and Supervision

Plans, directs, monitors, and controls the activities of TISB. Leads the design, implementation, and security of cutting-edge technology solutions, ensuring alignment with CDPH's mission and regulatory requirements. Oversees highly technical staff that implements AI-driven solutions and explores their impact on decision-making and service delivery; develops robust strategies for Identity and Access Management (IAM), ensuring compliance and enhanced capabilities; and enhances cybersecurity and integrates SOC capabilities, proactively identifying security threats. Leads and empowers a diverse team, fostering a culture of collaboration, innovation, and continuous improvement. Provides direct supervision, guidance, and mentorship to team members, promoting their professional growth and development. This includes conducting regular performance evaluations, setting goals, and providing constructive feedback to ensure the team's success. Recruits, hires, and onboards new team members as needed. Leads strategic workforce planning initiatives, identifying skill gaps and training needs within the team to enhance capabilities. Acts as liaison between the TISB team and senior leadership, effectively communicating team accomplishments, challenges, and resource needs.

30% Policy and Planning

Leads the development and implementation of technology policies, procedures, and standards to ensure alignment with CDPH's mission, goals, and regulatory requirements. Collaborates with senior leadership to define the strategic direction for technology integration and innovation initiatives, developing comprehensive plans to align technology investments with organizational objectives. Leads the creation and enforcement of policies related to technology solutions, cybersecurity, data privacy, and compliance; ensures CDPH remains at the forefront of digital innovation while upholding the highest standards of security and regulatory compliance. Leads

the research and analysis of emerging technologies and industry trends, providing recommendations for their adoption and integration into CDPH's operations. Oversees the development of long-term technology roadmaps and plans; identifies opportunities for process improvements and efficiencies through the use of innovative technologies.

Serves as a key advisor to senior leadership on technology-related policy matters; represents TISB in meetings, conferences, and stakeholder engagements. Collaborates with internal and external stakeholders to develop partnerships and initiatives that support CDPH's technology goals and objectives. Maintains expertise and working knowledge in policy development and strategic planning, which is crucial in guiding CDPH's technology initiatives, ensuring alignment with organizational priorities, enhancing operational efficiency, and promoting a culture of innovation and excellence.

15% Collaboration and Coordination

Demonstrates strong cross-functional partnerships within TISB and across CDPH to align technology initiatives with broader organizational goals; coordinates with CDPH Divisions/Centers/Branches to gather requirements; serves as a liaison for effective communication; ensures seamless integration of technology solutions; and promotes a cohesive approach to digital innovation across CDPH. Collaborates with senior leadership to define technology direction, aligns investments with CDPH's mission, and advocates for emerging technologies. Engages with external partners, vendors, and agencies, contributing to collaborative efforts in the public health sector. Leads cross-functional teams, ensures efficient project execution and maintains strong relationships to drive successful technology integration efforts.

10% Vendor Engagement

Manages vendor relationships; assesses vendor capabilities; and collaborates with vendors to review and vet technology requirements. Ensures effective communication and collaboration with vendors to support CDPH's technology needs.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: HD
Date: 03/2024