



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager II	Working Title – Enterprise Data Services Manager
Employee Name – Vacant	Position Number- 799-501-1406-001
Project/Division Name - Center for Data Insights and Innovation - Data & Engineering (D&E) Division	Supervisor's Name- Vacant
Unit CDII	Supervisor's Classification- CEA
Physical Work Location – 2870 Gateway Oaks, Sacramento	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p><i>Click here to enter text.</i></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the direction of the Chief Data and Artificial Intelligence Officer, the Enterprise Data Services Manager will plan, organize, manage projects and portfolios, and lead the engineering of the CalHHS agency data service environment within the Office of Technology and Solutions Integration. The enterprise data services environment delivers the cloud-based platform for data exchange, dashboards and insights, analytics and business intelligence for CalHHS leadership, projects and departments. The Manager will provide technical and operational leadership and fill the project architect role for complex agency data exchange projects as well as maintain a modern and desirable data environment. The Manager will participate in strategic architecture planning and design efforts where the Enterprise Data Services environment supports or has infrastructure implications on the architecture vision of the Future data and Digital Ecosystem (FDDE) outlined within the CalHHS IT and Data Strategic Plan (ITDSP).</p> <p>Working with the Deputy Director, Insights Lab, the Manager will work with CalHHS organizations to understand their data exchange/sharing, and analytical needs and plan and deliver integrated data platforms, products and services that align to the CalHHS Agency mission and vision (strategic capabilities), as identified within the CalHHS Agency ITDSP and related artifacts. This working manager will create and market a streamlined, secure, consistent and modern integrated data infrastructure environment that accelerates CalHHS project delivery and is revered as a top-class data hub.</p> <p>The Manager will work to improve the performance measurements of CalHHS enterprise data service environment(s). Faster turnaround times to deliver insightful data analysis to programs and information consumers is a responsibility of this leadership role. Both enterprise services under their direct management but also in partnership with other enterprise data service leaders across CalHHS for the betterment of improving agency program delivery. Excellent collaboration and skills in developing productive professional relationship building is required.</p>	
Percentage of Duties	Essential Functions

45%	<p>Serve as CalHHS Agency Enterprise Data Services Manager accountable to the design, security, operations, and customer engagement of the Enterprise Data Service environment:</p> <ul style="list-style-type: none"> • Lead the data architectures and data engineering efforts for the enterprise data service environment and represent the services and products as they relate to agency and department aligned projects and efforts. • Establish data management procedures, policies, and standards to ensure integrity, accuracy and control of Enterprise Data Service assets. • Establish a mature and dependable implementation experience of enterprise data service consumers. • Establish best practices and core competencies to support data projects within the enterprise data service environment. • Lead and maintain roles and responsibilities and prioritize work of data hub and related environment support staff and contractors. • Manage project budgetary impacts on enterprise data service environment, reinforce result-based project benchmarks, and adherence to all controls within project’s scope. • Lead security audits, the mitigation/repair of findings, and the communications of audit efforts. • Actively lead customer engagement(s) for complex projects relevant to enterprise data service. • Manage and assist in the development of analytics and business intelligence strategies, framework and standards to ensure proper delivery of information assets (i.e.: dashboards, data extracts and data governance/analytics) to meet business needs. • In collaboration with the CalHHS Enterprise Architect, propose and draft target-architecture roadmaps and business models, budget change requests, internal projects to maintain and support demand of the enterprise data environment. • Lead the standard operating procedures, establish service-levels and repeatable framework(s) for successful enterprise data services. • Direct and coordinate on-going work associated with data analytics delivery teams, including overseeing vendor contracts.
30%	<p>Lead CalHHS Agency Enterprise Data Service business and technical strategies:</p> <ul style="list-style-type: none"> • Function as part of the senior leadership team and support the delivery of special assignments. • Champion, co-develop, and drive modern integrated data environment(s) concepts, use and best practices across CalHHS. Understand and engage with CalHHS department infrastructure teams to elevate and scale better data solutions across agency. • Assist executives, program managers, analysts and users to identify long-term, strategic and tactical intelligence and analytical needs. • Work with the CalHHS Enterprise Architecture program to recommend and establish data policies and standards necessary to support the strategic objectives outlined in the IT and Data Strategic Plan. • Communicate and translate complex data concepts to CalHHS business areas when necessary. • Build strong relationships and leverage strong meeting management techniques and disseminate information with the Chief Data and Analytics Officer, Chief Information Officer, and Chief Technology Officer community(s) to promote enterprise data service concepts and solutions. • Participate in relevant data subcommittee and/or analytical workgroups to mature the need for data consistency and shareability across agency.
20%	<p>Performance management of CalHHS Agency Enterprise Data Service solution(s) and product(s):</p> <ul style="list-style-type: none"> • Partner with CalHHS governance bodies to establish clear priorities, monitor progress, and ensure enterprise service levels and performance commitments are consistently met. • Implement metrics, KPIs, and dashboards to track system performance, availability, reliability, and customer satisfaction, using results to guide continuous improvement.

	<ul style="list-style-type: none"> • Drive process improvements to reduce end-to-end project engagement turnaround times, ensuring CalHHS can provide timely, actionable data insights to decision-makers. • Oversee proactive monitoring and incident management to minimize downtime, accelerate issue resolution, and enhance resilience of enterprise data services. • Conduct regular performance reviews of solutions and products, identifying opportunities to increase functionality, scalability, and alignment with emerging program and agency data needs. • Lead post-implementation reviews and lessons-learned sessions to ensure knowledge capture and continual service optimization. • Strengthen product lifecycle management by ensuring all enterprise data services undergo periodic evaluation, version updates, and retirement planning as appropriate. • Promote a culture of accountability, innovation, and service excellence among staff and contractors supporting enterprise data service operations. • Provide regular reports and presentations to executive leadership, governance bodies, and key stakeholders highlighting achievements, risks, and recommendations for improvement.
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. Cubicle b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

Directly – (1) Information Technology Specialist III and (1) Information Technology Specialist II

6. SIGNATURES

Employee’s Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee’s Name (Print)

Employee’s Signature _____ Date _____

Supervisor’s Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor’s Name (Print)

Supervisor’s Signature _____ Date _____

7. HRD USE ONLY

Human Resources Division Approval

<input type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
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<input type="checkbox"/> Exceptional allocation, 625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE