



Classification: Information Technology Manager II
 Position Number: 880-280-1406-003

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-280-XXX	Classification Title: Information Technology Manager II	Position Number: 880-280-1406-003
Incumbent Name: Vacant	Working Title: Special Projects Branch Manager	Effective Date: November 2025
Tenure: Permanent	Time Base: Full Time	CBID: M01
Division/Office: Division of Information Technology		Section/Unit: Special Projects Unit
Supervisor's Name: Corey Dickman		Supervisor's Classification: C.E.A. B

Human Resources Use Only:	
HR Analyst Approval: Brittany Liverett	Date: 11/04/2025

General Statement

Under the general direction of the C.E.A. B and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.

Position Description

The Information Technology Manager (ITM II) has management responsibility for the development and implementation of new, mission-critical IT projects within the Special Projects Branch. The branch provides core IT support services for new IT solutions, including project management, business analysis, and application development. The branch implements new IT solutions that span all phases of the development lifecycle, including planning, analysis, design, test, implementation, and ongoing support. The ITM II is responsible for managing the IT staff, technical services, and project initiatives to implement the IT vision and strategic direction set by the Deputy Director in support of the State and Regional Boards' Strategic Plan. The technology initiatives have departmental and statewide impacts and influence on current and future services offered by the Water Board. The incumbent will exercise initiative and independence on special IT projects involving enterprise application solutions, departmental databases, custom web applications, customer off-the-shelf (COTS) software, software as a service (SaaS), and cloud-based architectures. The ITM II develops and maintains professional working relationships with all other branches and divisions within Water Boards to ensure that IT



initiatives are aligned with water policy initiatives and strategic plans.

Essential Functions (Including percentage of time):

<p>45%</p>	<p>Serve as the project lead for new large-scale mission-critical Enterprise IT projects. Function as a liaison between senior management, vendors, project managers, California Department of Technology (CDT) Procurement and Project Oversight teams, and other information technology professionals to communicate and coordinate strategy, direction, and changes for special IT projects.</p> <p>Provide project management leadership and oversight of Enterprise system software solution initiatives, aligning with IT's vision and strategic direction objectives. Provide oversight and direction for the transition of enterprise applications to new IT solutions. Develop and provide oversight of IT contracts for IT services and products, including Statements of Work, Memorandums of Understanding, and other legal documents. Provide oversight and direction on all aspects of the software development lifecycle to ensure adherence to industry's best practices. Collaborate with the IT branch leadership, oversight agencies, and Water Boards' program management to guide business process analyses, requirements analysis, and evaluation of all enterprise programs to provide solutions that fit into the Water Boards' overall strategies and goals. Provide input and direction on technology training to help technical managers align training with the technology roadmap. Serve as the Water Boards' technical representative to agency and statewide information technology events with the Deputy Director. Manage and mentor senior technical managers and technical leads.</p> <p>Plan, organize, and direct the system support and administration of newly acquired systems to ensure all branch units deliver services efficiently as one unified team. Manage and oversee the work performed by a multidisciplinary IT staff providing project management, business analysis, and application development technical services.</p>
<p>20%</p>	<p>Manage the development, administration, and maintenance of IT project management and governance policies, procedures, standards, guidelines, and tools for specialized IT projects. Monitor the use of approved processes, procedures, and tools to ensure IT projects are consistently managed in accordance with State, Agency, and industry standards. Serve as the primary liaison to control agencies regarding review of IT Project approval documents, and on the interpretation of state policies governing IT projects. Manage all aspects of the Project Approval Lifecycle and Project Delivery Lifecycle processes and artifacts.</p>
<p>10%</p>	<p>Lead efforts to research, analyze, and apply new enterprise technologies to ensure new solutions are aligned with the Water Boards' strategic goals. Provide new technology recommendations to executive leadership regarding the application of technology to meet the strategic goals of the Water Boards. Provide technical expertise in formulating IT policies and strategic initiatives. Collaborate with the IT branch leadership to develop cohesive and comprehensive strategies to provide the best possible support for the Water Boards' staff and stakeholders. Provide expertise with Water Boards' technical operations, new technology architectures, and appropriate development methodologies. Lead strategic initiatives to ensure</p>



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	all new Water Boards' technology initiatives are developed using the appropriate development methodology.
10%	Assist the Deputy Director in directing the establishment of policies and processes for the Water Boards' IT Portfolio involving new IT mission-critical projects. Oversee Independent Verification & Validation (IV&V) vendors for reportable new mission-critical IT projects. Review Project Approval Lifecycle and Project Delivery Lifecycle documents, Special Project Reports, Financial Analysis Worksheets (FAW), and other IT-related documents required to administer the project portfolio. Provide analysis and recommendations to executives. Develop and maintain effective communication and working relationships with executive management, state agencies, vendors, and business stakeholders.

Marginal Functions (Including percentage of time):

5%	Develop and maintain staffing plans for subordinate personnel to ensure efficient and timely staff selection, development, and performance evaluations. Ensure staff are provided timely and adequate training to be able to address new and emerging technologies being considered for use in the Water Boards. Provide input and direction on technology training to assist with training alignment with technology roadmap. Work to expand employee and organizational skills to provide consistently high quality, responsive customer service through guidance and formal training. Responsible for formally supervising staff and providing performance evaluations, training/mentoring, work assignments, resource support, and leadership in providing quality services to Water Boards' customers. Work independently, or as Project Lead on other special projects.
5%	Establish and enforce standards for all Water Board projects involving technical enterprise solutions involving project management, systems development, environment infrastructure, architecture design, systems administration, system security, and testing. Work cooperatively on enterprise-wide policies/procedures and standards; hardware/software purchases and inventory. Ensure that all reporting requirements are completed accurately and timely adhering to the appropriate Control Agencies. Recommend new policies and procedures regarding the Boards' information management activities. Participate in the development of Board-wide technology standards.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, attend video conferencing meetings, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above the shoulders to retrieve files and/or documents.

Typical Working Conditions:



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The incumbent works in a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday, and a hybrid telework arrangement is available in compliance with the CalEPA policy. Telework schedules are available based on operational needs. Mandatory overtime may be necessary when the department is mission tasked. Travel may be required locally and within the state.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date