

☐ Current
☒ Proposed

Civil Service Classification: Information Technology Manager I
Working Title: Branch Chief
Division Branch Name: Division of Information Technology
Incumbent: VACANT
Position Number: 797-920-1405-002
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: M01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's Division of Information Technology (DIT) team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): Software Engineering, System Engineering, Business Technology Management and Client Services

DESCRIPTION:

Under the general direction of the Chief Information Officer, the Data Services Branch (DSB) Chief holds management responsibility in overseeing all data relations functions, including but not limited to, data architecture, database management, data analytics, data reporting, and data engineering practices that are developed and managed internally. Provide direct managerial oversight to technical staff within the DSB. Working closely with the Chief Data Officer (CDO), the incumbent will be responsible for tactical and operational level planning, organizing, staffing, and providing direction for all data and database related functions and personnel to successfully achieve the Branch and Division objectives. The incumbent oversees and guides subordinate staff through the entire data lifecycle, encompassing new/existing data sources that are being proposed on the data and analytical platform, architecture, application database administration, analytical database administration, configuration, design & development, rigorous system testing and data quality assurance, effective

release and deployment management, continuous enhancements and bug fixes, strategic data modernization, seamless data migration (where applicable), as well as the formulation of service improvement plans and strategic initiatives. In addition, the incumbent serves as the lead Data Architect and Administrator, and leads the most intricate data sources, systems, and research studies to formulate plans and recommendations. The incumbent provides expert consultation and guidance on IT initiatives and policy directives, along with representing the Division of Information Technology (DIT) in interactions with peers, oversight entities, external and internal business partners, and vendors.

ESSENTIAL JOB FUNCTIONS:

40% Data Architecture and Management

Provide expert-level technical support for developing and managing the current and future state of enterprise data architecture based upon strategic business direction. Lead tactical and operational level discussions to define and oversee how CDA captures, maintains, and applies data and information to support key business processes. Determine how best to leverage data assets that support business outcome. Develop, coordinate, and implement work streams that stem from data strategy effort(s) that capture new opportunities by working with the CDO, IT staff, contractors, and other leaders to refine CDA data sustainability plan. Develop and recommend data-enabled tasks, enabling all forms of business outcomes through analytics, data and analytical governance, standards, practices and policy. Implement tools that support master data domains of CDA to remove duplicates, standardize data, and incorporate rules to eliminate incorrect data from entering the system.

Direct staff and oversees short and long-term data management projects including data architecture, storage, inventory, access, data transfer and sharing, and internal and external publication. Lead the implementation and operation of the enterprise data and analytical platform and architecture including the data repository, analytical tools, and reporting. Oversee the development, operations, maintenance, processes, recovery, and high availability of databases and data for transactions and analytics. Participates and/or facilitates the establishment and maintenance of technology practices that govern standards, processes, and procedures for the analysis, design, implementation, maintenance, and operation of enterprise data and analytical data management.

Direct and coordinate proper planning for IT data projects and initiatives to achieve desired objectives on scope, on time, and on budget. Maintain up-to-date knowledge about Agency and state policies, processes, and industry best practices related to database administration and analytical data repository. Participate in technology and data change management efforts. Provide data solution architecture support, including analyzing program needs, schema design, and Extract Transform and Load (ETL) design. Oversee the availability, usability, quality, integrity and protection of the enterprise-wide data in coordination with the Information Security Office (ISO).

40% Database Administration

Oversee database design, development through implementation and maintenance of standards, procedures, and controls to ensure proper installation, configuration, maintenance, security,

reliability, and availability of systems/databases are in place. Facilitate technical collaboration within IT teams to ensure database systems are designed, configured, and deployed to meet high security standards in accordance with state and federal security requirements. Direct all activities for the Data Services Team associated with Incident Management, Request for Fulfillment, Configuration Management, and Change Management, and Database Administration.

Oversee database management and its maintenance activities, including department operated and hosted proprietary databases for collecting, storing, and reporting aging and disability network program data for internal and external use. Ensure appropriate staff scheduling to provide coverage during normal business hours and on-call support. Communicate job expectations to staff; plans, monitors, and appraises job results; coaches, counsels, and mentors' staff. Identify training needs and develop training plans to ensure continuous improvement and to build staff capabilities to support new and innovative data-related technologies. Provide training, and knowledge transfer to information technology staff regarding database administration and analytical data repository. Develop, coordinate, and enforce systems, policies, procedures, and productivity standards across the data program. Direct and/or oversee the work of contractors and other vendors engaged to provide IT services in support of goals. Validate work performed is within expected outcomes. Ensure effective data/database representation for effective coordination of work processes and projects with other CDA Offices, Programs and Divisions.

Foster an environment of teamwork, inclusion, and collaboration within the Branch and when coordinating and collaborating across the Division and Department. Recognize and communicate individual and team accomplishments. Plan, develop, and implement database plans to support CDA's current and future data and capacity needs. Ensure data is regularly backed up and current recovery plans and procedures are in place.

15% Data Reporting, Governance and Data Operations

Oversee the development and maintenance of traditional reports and analytical reports/dashboards. Communicate and collaborate effectively to ensure Data Governance activities, tool, process, roles, and standards are well defined and understood by staff in their data custodian role. Maintain knowledge of industry and data trends, best practices, and research emerging technology to define and support Departments' vision, principles, strategies, and goals. Develop and/or oversees tactical plans to help meet established goals and objectives, supports the department's priorities, and provides regular reports and recommendations to upper management.

Collaborate with the Privacy Officer and the Information Security Officer (ISO) on data related matters and data security utilizing data classification, categorization and risk management to ensure all legal, legislative policies, standards, best practices and data compliance are met. Engage with and direct staff in planning and implementing activities relating to non-production data in development and test environments.

MARGINAL JOB FUNCTIONS:

- 5% Perform other job-related tasks applicable to the job such as representing the Division and Department on special teams, projects, committees, workgroups as assigned.

TRAVEL: Minimal travel. Travel is expected in order to attend offsite meetings, committees, training and/or conferences.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specification and allocation guidelines.
- ☒ Exceptional allocation, STD 625 on file.

Analyst initials: KG, TB Date Approved: 08/07/2025

Revision Date (if applicable): _____