



**Classification:** Information Technology Manager I  
**Position Number:** 880-280-1405-XXX

**DUTY STATEMENT**

**CURRENT**       **PROPOSED**

<b>RPA Number:</b> 25-280-064	<b>Classification Title:</b> Information Technology Manager I	<b>Position Number:</b> 880-280-1405-XXX
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Web Services, Planning & Procurement Manager	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> M01
<b>Division/Office:</b> Information Technology		<b>Section/Unit:</b> Enterprise Collaboration, Contracting and Procurement
<b>Supervisor's Name:</b> Cheryl Holden		<b>Supervisor's Classification:</b> Information Technology Manager II

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the general direction of the Information Technology Manager II over the Business Management Branch in the Division of Information Technology (DIT), 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 to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>



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The Information Technology Manager I (ITM I) has full managerial responsibility for the direction, oversight, and operation of two units: **Web Services** and **IT Contracting, Planning, and Procurement**, within the Division of Information Technology's Business Management Branch.

**Web Services** unit provides strategic design, development, maintenance, support, and guidance on a wide range of web solutions including the agency's public-facing websites, intranet sites, outreach and engagement platforms, cloud collaboration environments, web applications, digital libraries, and immersive digital experience solutions, with an emphasis on customer service and expertise regarding universal design, content strategy and information architecture, user experience and digital accessibility, systems and content development lifecycles, strategic governance, long-term planning and digital modernization.

**Contracting, Planning & Procurement** unit provides strategic facilitation and expertise regarding the identification, sourcing, acquisition, and implementation of necessary technology tools, platforms, and solutions in support of the agency's strategic mission and objectives.

***Web Services & Digital Strategy Manager***

The ITM I acts as *Web Services & Digital Strategy Manager* for the agency and is considered the Water Boards' technical and strategic expert for web solutions, overseeing the planning, design, development, integration, adaptation, maintenance, troubleshooting, documentation, and governance for the agency's cloud collaboration platforms, public-facing websites, intranet sites, and other digital products.

**Essential Functions (Including percentage of time):**



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<p>45%</p>	<p>Serves as lead Enterprise Web Solutions &amp; Digital Strategy Specialist and subject matter expert (SME) regarding cloud-based enterprise collaboration systems including Microsoft, Outlook 365, SharePoint, Power Automate and other Power Platform applications, as well as the agency’s public-facing websites, intranet sites, digital outreach and engagement platforms, managed web applications, and web-based digital products.</p> <p>Leads and directs the strategic design, development, and implementation of cloud-based enterprise solutions as well as new systems integration, adaptation, troubleshooting, maintenance, and enhancements.</p> <p>Responsible for technical administration of the agency’s cloud collaboration platforms including Microsoft, Outlook 365, SharePoint, Power Automate and other Power Platform applications. Serves as project lead on the most complex cloud collaboration solutions, implementations, and projects in support of the agency’s mission and business objectives. Serves on committees tasked with planning and implementing enterprise cloud collaboration, long-range strategy, and emerging technologies.</p> <p>Works with CalEPA enterprise IT administrators, Executives, and project management to design and implement new services and technologies within the Water Boards and CalEPA’s enterprise collaboration systems, acting as expert consultant to platform users, stakeholders, and third-party vendors.</p> <p>Leads and directs the strategic design, development, and implementation of web solutions supporting the agency’s public-facing and internal websites, custom web applications, digital outreach and engagement platforms, and other web-based solutions. Serves as technical lead in site development on Windows/IIS, RedHat Linux, Apache systems, working closely with DIT senior leadership, the Office of Chief Counsel, Communications Office, Executive Office, Regional Board leadership and program areas to facilitate, support, and enhance the Water Boards digital web properties. Establishes core web framework for all web-based applications, delivering visual continuity and formalizing digital solutions to align with enterprise-wide brand and identity standards.</p> <p>Assumes full managerial responsibility for Web Services staff efforts supporting the agency’s strategic enterprise web solutions and cloud-based enterprise collaboration goals and objectives.</p> <p>Utilizes broad and deep knowledge of enterprise architecture, information architecture, and information management to develop efficient and effective digital strategy for DIT as well as the agency. Leads and directs the assessment, evaluation, and analysis of existing collaboration and web systems, identifying opportunities and operational risks. Reports to DIT senior leadership with recommendations for new technology integrations, serving as lead technical expert on integration efforts. Drafts and reviews policies, procedures, processes and other governance documentation in support of the division and agency’s strategic work plan, digital strategy plans, information management strategy, and long-range strategic planning goals and objectives.</p>
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25%	Full managerial responsibility for IT Contracting, Planning, and Procurement staff efforts supporting the strategic identification, acquisition, and management of enterprise information technology resources including contract preparation, analysis, execution, monitoring/management, renewals and terminations.
15%	As lead Enterprise Web Solutions & Digital Strategy Specialist, oversees the monitoring, assessment, evaluation, and reporting of DIT web-based solutions and cloud-based enterprise collaboration platforms. Identifies objectives, establishes key performance indicators (KPIs) and serves as lead technical expert in the implementation, integration, maintenance and operation of various tracking and monitoring platforms, tools, and resources. Develops various reports for DIT senior leadership, both ad hoc and on a recurring basis, supporting the division and agency’s digital strategy goals and objectives.

**Marginal Functions (Including percentage of time):**

10%	Works in collaboration with the Information Security Office, Privacy Office, Office of Chief Counsel and the Chief Information Officer to ensure digital properties are compliant with all applicable laws, codes, and regulations regarding accessibility, privacy and legal mandates.
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 desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 8th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary to meet critical project deadlines.

**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
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Employee Name	Employee Signature	Date