

DUTY STATEMENT

PROPOSED

25-192

TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager I		E. POSITION WORKING TITLE IT Strategy Manager
F. CURRENT POSITION NUMBER 695-248-1405-004		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-509-1405-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Strategic Initiatives/Statewide Technology Policy and Strategic Management		I. SUPERVISOR NAME AND CLASSIFICATION Kate Ricker, Deputy Director, Statewide Technology Policy and Strategic Management (Exempt)
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY / 8:00AM-5:00PM		K. POSITION REQUIREMENTS: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Deputy Director of Statewide Technology Policy and Strategic Management, the Information Technology Manager I (IT Mgr I) serves as a primary statewide strategic management advisor responsible for monitoring statewide technology roadmap progress, coordinating statewide reporting, and supporting the development of annual statewide technology planning products. The IT Mgr I collaborates with Agency Information Officers (AIOs), Chief Information Officers (CIOs), and governance bodies to ensure statewide visibility into progress, trends, and challenges across all roadmap initiatives.</p>
35%	<p>Essential Functions (Percentages shall be in increments of 5 and should be no less than 5%.)</p> <p>Statewide Roadmap Monitoring and Performance Tracking</p> <ul style="list-style-type: none"> Monitor and analyze statewide strategic roadmap progress, identifying trends, risks, dependencies, and areas requiring executive attention. Collect, validate, and synthesize progress data from AIOs, CIOs, departmental IT planning teams, and statewide governance groups. Maintain working dashboards, progress logs, and analytic summaries used by CDT executive leadership to track statewide advancement. Develop narrative analyses, visualizations, and progress summaries to support continuous monitoring and readiness assessments. Research strategic trends and benchmark industry and public-sector best practices to identify performance measures and inform executive planning discussions. Recommend potential objectives, key results, and performance indicators for leadership consideration; does not establish, approve, or enforce strategic goals. Coordinate with departments to clarify milestone updates, understand variances, and capture corrective actions.
25%	<p>State Technology Council Reporting and Governance Support</p> <ul style="list-style-type: none"> Prepare and deliver statewide progress reports, briefing materials, and dashboard updates for presentations at the State Technology Council (STC) and related bodies. Support CDT executives by developing issue analyses, talking points, and presentation content for STC meetings. Provide strategic advisory context during governance discussions, ensuring statewide patterns, risks, and opportunities are clearly represented. Track follow-up actions and reporting commitments resulting from STC sessions. Develop advisory tools, templates, and reference materials to assist departments in aligning with statewide strategic principles and guidance.

- Identify opportunities to improve advisory processes, analytical methodologies, and strategic reporting practices.

25%

Annual Roadmap, Annual Report, and Digital State Survey

- Contribute to the drafting, coordination, and refinement of the Statewide Technology Strategic Roadmaps and statewide Annual Report.
- Lead the collection and synthesis of departmental updates, accomplishment narratives, metrics, and performance indicators.
- Ensure alignment between annual roadmap objectives, yearly reporting themes, and statewide strategic priorities.
- Collaborate with statewide planning teams to integrate progress data into cohesive statewide goals and forward-looking insights.
- Support public-facing communications by drafting content that highlights statewide progress, outcomes, and lessons learned.
- Manage all phases of the Digital State Survey, including planning, communication, data collection, and reporting; coordinate project timelines, track participation and response metrics, and synthesize findings to inform statewide technology strategy.

10%

Stakeholder Engagement and Strategic Advisory Support

- Facilitate meetings, working sessions, workshops, and collaborative discussions with AIOs, CIOs, and departmental strategists to support consistent reporting practices and shared understanding of statewide technology strategy.
- Prepare executive-level presentations, briefing decks, and written materials that communicate strategic insights and analytical findings.
- Provide analytical and strategic advisory support to CDT leadership regarding statewide technology progress, risks, and strategic alignment.
- Support interagency and external stakeholder briefings by providing context, research, and synthesized analysis.
- Engage with Agency Information Officers (AIOs), CIOs, and governance bodies to gather input and assess statewide alignment and readiness.

5%

Marginal Functions

- Participate in professional development to maintain awareness of emerging technology trends and management practices.
- Provide ad hoc analytical and strategic support for special statewide initiatives.
- Document methodologies, processes, and reference materials to support continuity of statewide reporting and analysis.

Work Environment Requirements

- May be required to work outside of normal business hours.
- May be required to travel to meetings within the greater Sacramento area.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Mgr I receives general direction from the Deputy Director of Statewide Technology Policy and Strategic Management.

Actions and Consequences:

The IT Mgr I is responsible for carrying out the policies, processes, and procedures that are used throughout State government and are implemented statewide. It is critical that the incumbent be able to maintain a high level of professionalism, diplomacy, and tact as this position must be able to successfully communicate with individuals from the department with the project in crisis as well as the Governor's Office, Legislature, State Agencies, public, and the private sector. Failure to perform adequately could result in the operations of the affected department, as well as CDT being disrupted. Consequently, accuracy and attention to detail are of paramount importance.

Personal Contacts:

The IT Mgr I will have daily contact with the Deputy Director, IT Mgr II, Agency Information Officers (AIOs); department Chief Information Officers (CIOs); State Technology Council (STC) members and staff; CDT program offices and divisions; the Legislature (through reporting products and briefings); and state agency IT planning staff.

Administrative and Supervisory Responsibilities:(Indicate “None” if this is a non-supervisory position.)
 The IT Mgr I will be responsible for providing information, advice and guidance to the Deputy Director.

Supervision Exercised:
 The IT Mgr I acts as a special advisor and does not supervise staff.

Other Information

Desirable Qualifications: (List in order of importance.)

- Knowledge of how technology strategy supports public-sector service delivery, equity, accessibility, and risk management.
- Awareness of industry best practices and frameworks relevant to statewide strategic management alignment, development, and reporting.
- Exceptional written communication skills, with experience preparing executive briefings, issue papers, concept documents, and presentation materials.
- Strong verbal communication and facilitation skills, including the ability to support discussions with senior leaders, Agency Information Officers, and cross-functional stakeholders.
- Proven ability to collaborate effectively across organizational boundaries without formal authority.
- Experience working with multiple departments, agencies, or large stakeholder groups to gather input and assess alignment.
- Demonstrated project management skills, including the ability to plan and sequence work, manage timelines, track deliverables, and coordinate across multiple workstreams simultaneously.
- Experience managing statewide or large-scale survey processes, including instrument design, stakeholder communication, data collection logistics, response tracking, and synthesis of findings into executive-ready reporting.
- Experience supporting statewide performance monitoring, including maintaining dashboards, progress logs, and analytic summaries tied to strategic roadmap objectives.
- Familiarity with governance body reporting requirements, including preparation of materials for bodies such as the State Technology Council (STC) or analogous executive oversight bodies.
- Prior experience in state government, large public-sector organizations, or highly regulated environments is highly desirable.
- Ability to build trust and credibility as a subject-matter expert while respecting governance and decision-making boundaries.
- Strong understanding of statewide or large-enterprise IT governance models, policy development processes, and regulatory environments.
- Prior experience in state government, large public-sector organizations, or highly regulated environments is highly desirable.
- Knowledge of enterprise and public-sector information technology concepts, including cloud computing, cybersecurity, data governance, digital services, and emerging technology trends. Experience supporting executive leadership through analysis, research, or strategic advisory work.
- Background in roles emphasizing strategy, analysis, governance, or policy support rather than operational management.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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