



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Government Affairs and Innovation Training
Classification	Information Technology Manager II
Working Title	Portfolio Manager
Position Number	418-100-1406-004
Prepared date	03/27/2026
Effective date	
Name	

General Statement

Under administrative direction from the Deputy Director of Government Affairs and Innovation Training, the Information Technology Manager II (IT Manager II) serves as the Office of Data and Innovation’s Portfolio Manager. The Portfolio Manager will have oversight of the critical department-wide projects and initiatives, as well as several external high-profile programs. The incumbent will be responsible for planning, organizing, and directing projects and programs by providing project direction, ensuring project deliverables, managing resources, and overseeing communication with stakeholders, the team, executive management and control agencies. The Portfolio Manager will independently identify and analyze business problems to develop solutions and alternatives.

Essential Functions

Percentages	Description
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<p>40%</p>	<p>Develops and leads a statewide product Portfolio</p> <ul style="list-style-type: none"> ● Leads in the strategic development and intake of new projects and programs into ODI’s statewide portfolio. ● Proactively communicates portfolio alignment and health to the Directorate to define where ODI should focus resources for maximum statewide impact. ● Uses an iterative, product mindset approach to project development and leads technical and program to complete projects and initiatives. ● Provides management of the entire product approach to projects lifecycle of critical enterprise-wide projects and initiatives, by managing, directing, and reporting on projects through initiation, planning, execution, monitoring and controlling, to project closure. ● Leads and implements change management plans to help customers adopt new systems and successfully obtain the benefits of using the new tools, systems or processes. ● Serves as the project manager for several external, high-profile programs, under the direction of the Deputy Director of Government Affairs and Innovation Training. ● Develops project management plans, processes, and schedules to adhere to industry-established PM standards. ● Manages project risk. ● Implements risk mitigation plans as risks turn into issues. ● Measures and evaluates project results according to established criteria.
<p>35%</p>	<p>Business analysis</p> <ul style="list-style-type: none"> ● Develops use cases for business development for ODI’s portfolio in line with ODI’s mission and vision ● Formulates strategies, plans and policies pertaining to portfolio planning, management, and solution delivery. ● Independently identifies and analyzes business problems and works with technical staff to develop solutions. ● Solves complex business problems by providing technical advice and project solution alternatives and solutions. ● Advises internal and external stakeholders in interpreting and appropriately applying complex IT policies and best practices on projects to comply with state mandates.
<p>15%</p>	<p>Manages Executive and program stakeholder relationships</p> <ul style="list-style-type: none"> ● Develops and maintains effective communication and working relationships with executive management, project partners, other state agencies, vendors, and business stakeholders.

	<ul style="list-style-type: none"> ● Provides executive level presentations to project stakeholders, end-users, and leadership. ● Manages vendor contracts to ensure schedule, budget, performance, and products are consistent with contract deliverables. ● Represents ODI at various meetings and conferences.
10%	<ul style="list-style-type: none"> ● Function as a team lead providing oversight and managing the entire cycle of project management.

Supervision Received

The Portfolio Manager reports to the Deputy Director of Government Affairs and Innovation Training.

Supervision Exercised

None, but will function as a team lead.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA or Oakland, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. This position provides telework opportunities in accordance with agency telework policies. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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