

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Information Technology Manager II		DWR POSITION NUMBER 840-500-1406-693	SAP POSITION NUMBER 50028316	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION IT Governance & Project Office	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> M01 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Kevin See	SUPERVISOR'S CLASSIFICATION CEA - Technology Officer	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 04/17/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY</p> <p>Under the administrative direction of the Technology Officer, the Information Technology Manager II serves as the Project Management Officer for Department of Water Resources (DWR) and the California Natural Resources Agency (CNRA). The position performs required activities and tasks across all of the technology domains. The Project Management Officer has the overall authority for Information Technology projects within the departments, conservancies, commissions, councils, and boards under CNRA. The Project Management Officer has authority for information technology items, with a focus on, IT Strategic and Capital Planning, Project Portfolio, IT Project Management, and IT Governance. The position represents the Natural Resources Agency, California Department of Technology, State Control agencies, and various Federal and Public agency entities on projects and project management related items and topics.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Knowledge of the organization and functions of California State Government including the organization, principles, practices, and policies. Ability to plan, organize, and direct the work of multi-disciplinary professionals. Incumbent also directs the strategies, planning, and direction of critical activities related to the delivery and operations of technology solutions and services. Ability to balance concurrent assignments and complete assignments on time and at a level commensurate with the position classification.</p> <p>SPECIFIC DUTIES INCLUDE:</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Kevin See		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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Vacant	TBD	IT Governance & Project Office	
<i>Percent of Time</i>	<i>Activity</i>		
30%	<p>Responsible for oversight and management of DWR and CNRA IT project portfolio. Has broad authority to formulate, recommend, approve, and implement DWR and CNRA-wide IT policies and practices related to project management and governance. Responsible for managing and/or directing the planning, organization, execution, and post-close out activities for reportable and critical CNRA-wide and Agency departmental IT projects. Provides oversight and reporting for reportable IT project efforts. Manages the development and administration of DWR and CNRA-wide IT project management policies, procedures, and standards. Responsible for the development, adoption, implementation, and administration of the DWR and CNRA-wide IT project management life-cycle process, a formal project initiation and approval process, project management procedures, project management best practices, standard DWR and CNRA-wide project management tools, and performance measures for project managers. Exercises authorization and authority over DWR and CNRA entities' IT project management activities. Responsible for the formation of DWR and CNRA IT Governance policies and strategies. Responsible for management policies, procedures, and tools as appropriate. Manages and/or provides oversight of project managers for IT project delivery activities. Defines standard project metrics for projects and implements processes and tools for the collection, compilation, reporting, and analysis of the metrics. Maintain a centralized repository of CNRA departments' IT projects and project files. Assists CNRA departments in complying with Control Agency mandates (technical, financial, and reporting); reduces the risk of costly errors and time consuming delays on IT projects; and ensures that the departments' IT projects are consistently managed in accordance with State and industry standard practices. Assistance CNRA departments in submitting Project Approval Documents, Special Project Reports, and status reports for projects.</p>		
30%	<p>Serves as Project Director and/or Project Manager for assigned Information Technology projects. Responsible for the overall management and administration of assigned projects. Plans, directs, organizes, and controls all work activities for assigned projects including, but not limited to, project integration management, procurement management, contract management, time management, scope management, schedule management, quality management, cost management, human resource management, risk management, and communications management. Documents project scope, schedule, budget, and required resources. Responsible for managing projects on time, within budget and with high quality results that satisfy requirements. Evaluates the effectiveness of projects through the development and monitoring of performance measurements. Pro-actively identifies and manages project risk through avoidance, mitigation, and development of contingency plans. Reviews/approves defined project deliverables. Works with the technical team to integrate and implement the project's technical solution and ensures that the technical solution, hardware, and associated software are delivered, integrated, and compatible with enterprise architecture. Provides reports to executive sponsors, management, and project steering committees. Monitors compliance with established plans, schedules, and directives. Assists executive sponsors and management in the preparation of recommendations, presentations, and decision-making analysis. Facilitates project meetings with business users, project teams, steering committees, executive management, and external stakeholders.</p>		

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<i>Percent of Time</i>	<i>Activity</i>			
30%	<p>Oversees development of recommendations and implementation of improvements to overall delivery of information technology solutions, services, and operations. Key directorship and administrative functions include personnel and budget management, contract and vendor management, resources management, operation management, and workload activities oversight. Set operational goals and objectives, and provide strategy and tactical direction to meet strategic objectives. Provides direction, leadership, and coaching to technology management and staff personnel. Provides direction and oversight for the prioritization of workloads and effective use of resources. Monitors the service-levels related to the delivery of services. Review and approve defined areas budgets requests, contracts, and purchases. Anticipates, identifies, and responds effectively to correct operational and services deficiencies. Develops thorough and accurate budget change requests based on substantiated operational needs. Ensures cost-effective use of resources, identify cost savings, and contribute to the overall prudent management of the Enterprise Information Technology and Division budget. Develops and maintain strategies and tactical plans associated within areas of responsibility. Directs the strategic and tactical planning associated with promoting information technology services. Develops operational strategies and tactical plans to support IT strategic goals and objectives.</p>			
10%	<p>Works with the California Department of Technology on the development and implementation of IT project management methodologies. Works with control agencies to ensure that procedures are followed in implementing and supporting IT projects and that the interests of the CNRA are recognized in the actions of these agencies. Advises CNRA and department executives, administration representatives, the CNRA IT Director, and departmental Chief Information Officers, as well Department of Finance and Legislative staff on technical projects and related issues. Assists the CNRA IT Director in the formulation of IT strategic plans, standards, annual plans, and IT programs. Serves as a member of the CNRA IT Executive Council, serves as the Chairman of the CNRA Project Governance Board, and represents the Agency on the State Information Technology Policy Boards. Analyzes and makes recommendations related to enterprise-wide non-IT policies and procedures as they relate to the above responsibilities.</p>			

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	<p>SPECIAL REQUIREMENTS</p> <p>Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, domain administrators). Incumbent must maintain strict confidentiality when participating in any e-discovery or forensics type of activities, or any other situations where discretion is required.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p> <p>KNOWLEDGE, SKILLS and ABILITIES:</p> <p>Must be certified as a Project Management Professional (PMP). Extensive experience and knowledge of best-practice project management methods, standards, and practices. Experience and knowledge of the State's CA-PMM and PMBOK project management methodologies and IT Reportable project reporting requirements. Knowledge and experience in information technology governance processes and procedures; procurement; contract negotiations; vendor management; and customer relationships management. Knowledge of State IT policies and direction. Strong communication, leadership, interpersonal, and problem solving skills.</p> <p>Incumbent must have ability to:</p> <ul style="list-style-type: none"> * Analyze and Formulate policies, procedures, and practices; * Interface with business, technical, and policy-administrators personnel and management; * Manage large and complex IT projects and project portfolios; * Plan, organize, and to provide oversight and leadership to the work of multi-disciplinary professional staff *Ability to manage large scale IT operations and programs. Knowledge of the management of enterprise-level information technology concepts, practices, methods, and principles. <p>FINANCIAL DISCLOSURE</p> <p>This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</p>		