

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 6/5/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Supervisor II		E. POSITION WORKING TITLE IT Business Manager
F. CURRENT POSITION NUMBER 695-952-1404-008		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Broadband / Middle-Mile Broadband Initiative / Rancho Cordova PG1		I. SUPERVISOR NAME AND CLASSIFICATION Kenechi Emodi, Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY / 8:00AM – 5:00PM / DAY		K. POSITION REQUIRES: 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 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 Information Technology Manager I (IT Mgr I), Assistant Program Manager, the Information Technology Supervisor II (IT Supv II) serves as an integral member of the Middle-Mile Broadband Initiative (MMBI) business technology team. The incumbent is responsible for statewide business strategy, revenue oversight, portfolio development, and operator-facing governance for Middle-Mile Broadband Network (MMBN) as it transitions into full operational mode.</p> <p>The IT Supv II provides strategic leadership over CDT's business oversight functions, supervises the Regional Business Analysts, and acts as CDT's primary liaison with the contracted Network Operator on matters related to revenue performance, service portfolio evolution, customer acquisition, and long-term financial sustainability. The position ensures that CDT's business objectives, statutory responsibilities, and operational requirements are met through coordinated oversight, data-driven decision-making, and strategic planning.</p>
<p>% of time performing duties</p> <p>35%</p> <p>20%</p>	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%)</p> <p>Stakeholder Management, Operator Coordination and Engagement:</p> <ul style="list-style-type: none"> • Lead CDT's business-side engagement with the contracted Network Operator, including coordination on revenue performance, service portfolio changes, customer acquisition strategies, and market expansion opportunities. • Oversee Regional Business Analysts in conducting stakeholder engagement with State departments, local government, Tribes, nonprofit organizations, Internet Service Providers (ISPs), and enterprise customers to identify demand, gather market intelligence, and support service adoption. • Facilitate partnerships between the Operator, systems integrators, and public entities to support network utilization and expansion into unserved and underserved communities. • Represent CDT in high-priority or sensitive meetings with stakeholders, Operator leadership, and executive-level partners. • Ensure that stakeholder engagement activities align with CDT's business strategy, revenue goals, and operational governance framework. • Support and monitor broadband-related executive orders, statewide action plans, and program initiatives that influence the MMBN's business and operational environment. <p>Technical Research , Market Analysis, and Portfolio Strategy:</p>

20%

- Establish standards for data collection , market research, and business analysis conducted by Regional Business Analysts and other staff.
- Lead statewide market assessments, competitive analysis, and pricing studies to inform CDT's service portfolio strategy and revenue planning.
- Conduct or oversee policy and financial analysis related to broadband economics, revenue projections, capital and operating cost models, and long-term sustainability planning.
- Review and approve of presentations, reports and other communications materials prepared by the RBAs to ensure accuracy, clarity, and alignment with CDT's strategic direction.
- Provide strategic recommendations to CDT leadership on service portfolio evolution, pricing structures, and market positioning.

Funding, Revenue Oversight and Resource Strategy:

20%

- Lead CDT's revenue oversight framework, including monitoring Operator-reported revenue, validating financial data, and identifying trends or risks. Direct the develop of financial models related to MMBN revenue, service adoption, and long-term sustainability.
- Identify and evaluate opportunities for private-sector participation in service delivery, commercialization, or network enhancements.
- Oversee documentation and analysis of federal, state, and private funding opportunities that support broadband adoption, digital equity, and network utilization.
- Prepare materials and updates for statewide broadband portals, executive briefings, and legislative reporting related to revenue, funding, and business performance.

Personnel Management and Administrative Responsibilities:

- Manage the acquisition, implementation, and operations of the information technology resources uniquely required by the MMBI Business Portfolio Strategy team ensuring that the team's needs and priorities are met.
- Ensure staff are fulfilling their duties as described in their respective duty statements and as assigned.
- Responsible for completing Request Personnel Actions (RPAs) for various changes, promotions, out of class assignments or any other action impacting a position.
- Responsible for developing and updating duty statements for unit employees as needed to establish performance expectations.
- Complete Individual Development Plans (IDPs) annually, probationary reports in a timely manner, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective action as necessary.
- Develop plans to accomplish unit goals and objectives in accordance with organizational mission and strategic plan.
- Ensure subordinate employees comply with all CDT policies, standard office operating procedures, and department and agency protocols.
- Foster methods of creative decision-making and problem solving and provide continuous feedback to employees.
- Provide technical and supervisory direction to staff in accordance with organizational mission and strategic plan.
- Review work-products, analytical studies, proposals, and correspondence.
- Ensure the Office's management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives. Ensure that there is a diverse workforce throughout the Office.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

Other related duties as assigned.

Work Environment Requirements

- Must be able to work under pressure within tight timeframes.
- Must be willing to travel to various locations within Sacramento area and the state as needed.

- May be required to work outside of normal business hours. May be asked to work after hours and weekends on occasions.
- Will be required to carry a State approved mobile computing device (e.g., cell phone, laptop)

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Supv II receives general direction from the IT Mgr I.

Actions and Consequences:

The IT Supv II is expected to perform independently at a high-level with minimal supervision, be a self-starter and problem solver, focus on attention to details and represent CDT in a professional and positive manner. The IT Supv II must be able to collaborate and effectively communicate with individuals from the general public, legislative members and staff, high ranking Tribal leaders, private sector, and various staff within State and Federal government. The IT Supv II must be able to establish priorities and accurately assess problems and possible resolutions. The IT Supv II must be able to learn quickly, possess excellent organizational and communication skills, and display a high degree of diplomacy and tact. Failure to demonstrate proper judgment, tact, and poise may result in costly mistakes and embarrassment to the department.

Personal Contacts:

The IT Supv II will have daily contact with CDT headquarters staff, including the Director, Chief Deputy Director, Deputy Directors, and other government personnel. The IT Supv II must successfully interact with individuals and have the ability to make quick decisions when warranted and work with the general public, Tribal communities, private sector, and various levels with State and Federal government, including control agencies, agency secretaries, and the department directors.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

The IT Supv II provides administrative direction on broadly defined assignments relative to the MMBI's missions and functions.

Supervision Exercised:

The IT Supv II supervises a team of information technology staff.

Other Information

The IT Supv II position is designated under the Conflict of Interest Code. The IT Supv II is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within thirty (30) days of appointment. Failure to comply with the Conflict of Interest Code requirements, may void the appointment.

Desirable Qualifications: (List in order of importance.)

- Established track record in leading major initiatives and managing statewide or community-based programs to achieve documented quantified outcomes and results.
- Mission-driven, equity-focused individual passionate about solving the state's digital divide and transforming the state's broadband ecosystem.
- Experience with broadband policy and issues related to broadband adoption, digital inclusion, and digital literacy.
- Experience with broadband policy and issues related to broadband access and infrastructure.
- Experience in working with, public agencies and community-based organizations to engage participation and foster collaborative partnerships.
- Confidence as a self-directed manager and willingness to perform self-supporting functions.
- Ability to articulate a strategic pathway to achieving results.
- Experience developing and leading implementation of detailed work plans.
- Respected reputation for working collaboratively with stakeholders and colleagues.
- Demonstrated ability to write and edit well and speak confidently in public.
- Experience in facilitating communications in a respectful and culturally sensitive manner to priority populations.

- Ability to accept multiple assignments and meet critical deadlines.
- Willingness to travel.
- Proficiency with Microsoft programs including MS Excel, MS PowerPoint, MS Teams

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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