



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Manager (ITM) I	DIVISION NAME Administrative Services Division
WORKING TITLE Chief, Departmental Operations Office	OFFICE/SECTION/UNIT Departmental Operations Office
EMPLOYEE NAME VACANT	POSITION NUMBER 333-650-1405-002

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the administrative direction of Administrative Services Division (ASD) Deputy Director (CEA B), the ITM I, fulfills substantial leadership and policy responsibilities over the Departmental Operations Office (DOO) and is responsible for planning, coordinating, and directing the work and daily operations of the Procurements, Contract Management, and Business Services Sections. This position directly supervises subordinate managers and staff assigned to the DOO.

The incumbent is required to have a working knowledge of principles, practices and trends of governmental procurement and contract management techniques; be able to exercise a high degree of initiative, independence of action, and display creativity and originality. In addition, this position will work closely and will have frequent contact with all levels of other governmental agencies, departmental management, and contracted vendors. The incumbent will also be the department's main liaison to the Department of General Services and the Department of Technology for procurement and contracting issues.

SUPERVISION RECEIVED

The ITM I reports directly to the Deputy Director of ASD.

SUPERVISION EXERCISED

The ITM I directly manages all lower level staff within the Business Services Section, Procurements Section, and Contracts Sections.

The ITM I may act as a back up to the Deputy Director, Administrative Services Division in his/her absence.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
35%	Resource Support and Management Services <ul style="list-style-type: none">• Provide guidance and support to the Procurements, Contract Management, and Business Services Sections.• Formulate short and long range goals; identify barriers and opportunities for improved efficiency through program evaluation, data gathering and analysis, and cost benefit analysis; recommends necessary changes policy and procedures; and monitor compliance with all laws, rules, regulations, and policies related to the department's procurements, contracts and business services programs.• Act as FI\$Cal's Authorized Telecommunications Representative.• Support FI\$Cal's designated Purchasing Authority Contact.• Participate and lead audits performed by oversight agencies such as DGS or the California State Auditor.
20%	FI\$Cal Operation <ul style="list-style-type: none">• Develop and manage the department's business services requirements (i.e. security, facilities management and planning).• Identify risks and issues; participate in the approval of risk mitigation strategy and actions.• Manage activities to ensure the efficiency of the department's business-related needs including space and facilities management, facility planning and acquisition, health/safety and security management.• Oversee the continued use of the FI\$Cal system for the department as it relates to procurement, contract management and business services; identify significant program and departmental risks and directly negotiate and update changes to business requirements.• Contribute to communication documents (project management plans, status reports, newsletters, and other documents).

<p>15%</p>	<p>Administrative Services</p> <ul style="list-style-type: none"> • Responsible for policy development and administration of a broad range of administrative activities through subordinate managers, in the Business Services, Procurements and Contract Management Sections. • Works with the Deputy Director, ASD in developing and implementing program policies, guidelines, and procedures that have broad program impact. • Ensure that FI\$Cal's vision, goals, objectives, policies and procedures are identified and met. • Manage FI\$Cal Capital Outlay Program by ensuring the preparation of proper documentation, i.e. Budget Change Proposals, to secure funding, acquire property, develop plans and working drawings, and construction projects. • In coordination with the Department of General Services (DGS) or other joint project leaders, oversees and coordinates the construction phase of all approved major Capital Outlay projects. • Keep Executive staff and Deputy Directors updated on teams' activities and achievements; provide weekly, monthly, quarterly and annual status reports.
<p>15%</p>	<p>Staff Management</p> <ul style="list-style-type: none"> • Collaborate with the Chief of Human Resources and senior managers to identify and resolve highly complex internal issues and address business needs to ensure the department's success. • Oversee the development of training plans and completion of performance reviews for new and existing staff in the Procurements, Contract Management and Business Services Sections. • Manage the recruitment and selection activities for the DOO, which includes preparing and implementing recruitment plans, identifying innovative recruitment and selection strategies to ensure the department meets critical business and staffing needs. • Provide feedback to subordinate managers about their performance, monitor staff development and attendance. • Perform Equal Employment Opportunity efforts, and provide input to assist staff with achieving individual performance goals and objectives. • Participate in workforce/succession planning efforts at the executive level.

10%	<p>Administrative Oversight</p> <ul style="list-style-type: none"> • Develop a skilled workforce by planning and providing appropriate trainings. • Provides regular guidance, performance feedback, and support staff, with a strong focus on employee growth and development. • Completes performance evaluations and probationary reports timely. • Reviews employee timesheets to ensure accuracy and proper leave usage. • Lead recruitment efforts and oversee the onboarding of new staff.
<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FISCAL's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the ASD, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Specialist I and Information Technology Supervisor I classifications; and

Knowledge of a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity.

Fingerprinting and background check required.

WORKING CONDITIONS

The incumbent will work onsite four (4) days per week and work remotely one (1) day per week to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual

harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

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

Hiring Manager Signature

Date

H/R Analyst AR

Date Revised: 06/10/26