

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-151-1406-001</b>
Classification: Information Technology Manager II (Business Technology Management)	Tenure/Time Base: Permanent/ Full Time
Working Title: Application Development and Support Branch Chief	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Application Development and Support Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

The Application Development and Support Branch Chief works in close coordination and partnership with the Office of Data Strategy (ODS), led by CDPH's Chief Data Officer (CDO), to advance

department-wide data modernization. The role ensures that technical delivery (platforms, pipelines, analytics) aligns to ODS-led enterprise data strategy, governance, and standards, and that modernization efforts are executed through durable partnerships across CDPH programs.

Under administrative direction of the Chief Technology Officer (CTO), the Information Technology Manager (ITM) II, acts as Chief of the Application Development and Support Branch (ADSB), and serves as CDPH's Executive Technology leader for data science, enterprise analytics platforms, and health data exchange infrastructure. The ITM II is responsible for enabling real-time data integration, supporting AI/ML-driven public health intelligence, and embedding health equity analytics across CDPH. This includes leading the implementation of cloud-native architectures; utilizing generative AI solutions in partnership with the Technology Integration Services Branch (TISB); and state-wide data interoperability initiatives aligned with the California Health and Human Services (CalHHS) Data Exchange Framework (DxF) and Future of Public Health (FoPH) priorities.

The ITM II works directly with internal ITSD staff that includes, but is not limited to, the Chief Information Officer (CIO), Information Security Office (ISO), Enterprise Portfolio Management Office (ePMO), as well as CDPH Centers/Divisions/Offices (CDO) and Executive staff to advise on all matters relating to CDPH data policies, procedures, and finding solutions to complex technical issues. Solutions may include, but are not limited to, drafting a department-wide data strategic plan; selecting enterprise-wide technology that meets department standards; transforming legacy technology to modern enterprise standards; and adopting platforms that take advantage of new technologies. In addition, the ITM II initiates, develops, and implements CDPH IT policies, as well as oversees the maintenance and operation of ADSB.

The ITM II performs duties within the Business Technology Management domain.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% to the CDPH Richmond campus and/or other facilities may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% Plans, organizes, and directs the activities of ADSB which includes leading a highly technical staff responsible for managing the full lifecycle of data products and tools, including long term usage; enabling real-time data integration; and embedding health equity analytics across CDPH. Collaborates with other departmental entities on program effectiveness assessments and data management principles. Leads the modernization and operation of cloud-based data platforms, including the modernization of CDPH's enterprise data platforms such as Azure, Databricks, and Power BI. Oversee the development of secure and scalable data pipelines. Maintains focus on equity-centered analytics and governance by establishing equity analytics frameworks, partnering with CDPH equity offices and stakeholders, and overseeing data

governance to ensure transparency and ethical use. Provides general directions to management staff; recruits, hires and onboards new staff; reviews performance standards and conducts performance appraisals. Evaluates and delegates workloads, sets goals and priorities, and monitors project progress and quality of products. Fosters a data-driven culture through developing communication plans, training programs, and delivering presentations to enhance data literacy across the organization. Partners with ODS/CDO to translate enterprise data strategy and governance into platform roadmaps, technical standards, and operating models for CDPH programs. Co-establish and maintains program-level modernization partnerships across CDPH Centers/Divisions/Offices; intake pathways, and adoption plans for analytics platforms (e.g., Azure, Databricks, Power BI).

- 25% Demonstrates strong cross-functional partnerships within CDPH to align technology initiatives with broader organizational goals; coordinates with CDPH Divisions/Centers/Offices to gather requirements; ensures seamless integration of technology solutions and objectives; and promotes a cohesive approach to digital innovation across CDPH. Collaborates with senior leadership to define technology direction, aligns investments with CDPH's mission, and advocates for preparedness of emerging technologies. Engages with external partners, vendors, and agencies, contributing to collaborative technological efforts in the public health sector. Manages vendor relationships; assesses vendor capabilities; and collaborates with vendors to review and vet technology requirements. Ensures effective communication and collaboration with vendors to support CDPH's technology needs. Ensures efficient project execution; serves as a liaison for effective communication; and maintains strong relationships to drive successful technology integration efforts aligning with technological modernization strategies in support of CDPH programs.
- 25% Coordinates enterprise-wide data quality initiatives and develops policies and processes for improving data quality to include developing short- and long-term enterprise data management projects; defining and refining operational goals and objectives related to automation and innovation within the data domain. Assesses the success of assigned CDO and recommends solutions for data-related issues. Contributes to and supports the development and implementation of enterprise-wide data management policies, practices, and standards. Oversee the development and ensure the quality of external data-focused materials such as dashboards, stakeholder briefings, reports, and presentations. In partnership with TISB, utilizes AI/ML and Advanced Analytics Enablement; collaborates with data scientists on explainable AI; and advocates generative AI for reporting automation and Natural Language Query (NLQ). Support data modernization planning with ODS/CTO, coordinating funding and grant deliverables and ensuring program adoption of common architectures and standards. Establish formal collaboration mechanisms (intake, charters) with program leaders to drive modernization outcomes (interoperability, quality, timeliness, equity).
- 10% Provides departmental IT outreach to external and state organizations and agencies by participating in statewide IT committees such as the California Strategic Source Initiative; attends control agency IT issues and planning meetings; and interfaces with other entities, project managers, data center managers, and executives. Collaborates with business programs and state agencies to ensure the success of IT projects, systems integration, testing, implementation, and maintenance. Conducts, attends, and participates in project steering committee meetings and briefings with statewide and departmental executives, Client Agency Executive Officers/Directors, Center/Office/Branch Chiefs, and executive level management and staff at the Department of Finance, California Technology Agency, CalHHS and the Legislature for project sponsorship and direction. Represents CDPH jointly with ODS where enterprise data strategy, governance, standards, or data modernization topics are primary,

ensuring a unified CDPH position across technology and data policy.

**Marginal Functions (including percentage of time)**

5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of the need for reasonable accommodation, inform the hiring supervisor.)

Supervisor Name:	Date	Employee Name:	Date
Supervisor Signature	Date	Employee Signature	Date

**HRD Use Only:**  
 Approved By: J.A.  
 Date: June26