

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION IT Manager I		DWR POSITION NUMBER 2762-1405-690	SAP POSITION NUMBER 50001984	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-Eng/UPSS/Technical Services Section	
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:				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Sweet Henry	SUPERVISOR'S CLASSIFICATION Supervising Control Engineer	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 6/9/26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY: Under the general direction of the Manager, State Water Project (SWP) Energy Management Systems (EMS) Branch, the Information Technology Manager I has management responsibilities as Manager of the Technical Services Section (TSS). The position's duties and activities are performed primarily within the following domains: Information Technology (IT), Business Technology Management, and Information Technology Project Management. Plan, lead, organize, and control all activities of the TSS in supporting the SWP needs. Provide full management responsibilities in software projects through standard software life cycle processes and provide a high level of expertise for leading the development and maintenance of an architecture and infrastructure supporting multiple complex SWP energy management systems in alignment with the Division's strategic goals and objectives. Incumbent must adhere to all Departmental IT Governance Standards and IT Policies as set by the Department's Management Information Officer.</p> <p>ESSENTIAL FUNCTIONS: This position requires that the incumbent be able to function effectively and efficiently in the work environment and with all points of contact including the public, staff, and management. Must have the ability to balance concurrent assignments and complete assigned projects and tasks within tight time constraints. Must work cooperatively with others; maintain regular, consistent, predictable attendance; and exercise good judgment. The specific essential duties include, but are not limited to the following:</p> <p>Plan, lead, organize, and control the staff and activities of the Task State Segment (TSS), in managing staff's support of IT hardware and software systems using appropriate bug tracking to resolve operational issues or develop enhancements to meet SWP business requirements. Manage IT staff, managing systems supporting long-range operating plans; yearly, monthly, weekly, and daily/hourly real-time physical scheduling of project water and power operations; water and energy accounting systems; and applications in direct support of the real-time physical scheduling and dispatch operation of the SWP and Area Coordination Centers (ACC) through direct interfaces with the SWP's Supervisory Control and Data Acquisition (SCADA) system as well</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Sweet Henry		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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CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
IT Manager I	2762-1405-690	50001984	1
APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION	
Vacant	TBD	O&M/ADM-Eng/UPSS/Technical Services Section	
<i>Percent of Time</i>	<i>Activity</i>		
30%	<p>as exchanging data with other Department computer systems, California Independent System Operators (CAISO), and other utilities. Manages systems software corresponding client software running on hardware platforms such as United Information Systems (UNISYS), Dell Servers, Standford University Network (SUN), Servers, and Personal Computers (PC). Manages configuration of Commercial-Off-the-Shelf (COTS) software and in-house applications. Ensure timely system and database backup to and recovery from reliable mass storage media.</p> <p>Develop project plans and monitor advancement against these plans to ensure the timetables of projects and daily work requirements are met. Develop Section and project status reports, cost objects, budget information, resource requirements, goals, metrics, and alternatives to ensure expectations and commitments needs are met. Plan, lead, organize, and control the staff and activities of the Technical Services Section in order to develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual Appraisal and Development reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example.</p>		
20%	<p>Act as the Division of Operations and Maintenance (O&M) Representative with software and hardware vendors by developing and negotiating maintenance agreements within the Branch's responsibilities. Manage issue resolution with software vendors. Coordinate technology infrastructure issues and system performance metrics within O&M and outside entities. Advise management on the most complex software projects relating to statewide water and power facilities.</p>		
10%	<p>Represent O&M as a Technology Subject Matter Expert in meetings and conferences with Federal, State, and local agencies; public and private water agencies, electric utilities, CAISO, and contractors on matters related to SWP energy management systems. Meet with business owners to define new and changing business process requirements for identifying system development and system maintenance issues based on new initiatives or issues raised at these meetings and conferences. This will require driving a vehicle on public roadways and or on uneven terrain.</p> <p>SPECIAL REQUIREMENTS: 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> <p>Occasional travel is required using State and/or private vehicles to perform some of the duties above. Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California.</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
	<p>Under the provisions of the North American Electric Reliability Corporation Critical Infrastructure Protection Standard CIP-004 as part of the Energy Policy of 2005, this position has authorized cyber access to or unescorted physical access around critical cyber assets and is subject to a satisfactory background check prior to appointment and every seven years thereafter.</p> <p>Employee is required to successfully complete all safety training related to the functions of the job.</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 (DWR) 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>OTHER REQUIREMENTS: This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>		