

DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
OFFICE OF TECHNOLOGY AND INNOVATION
DATA ENGINEERING

DUTY STATEMENT

JOB TITLE: Information Technology Manager I

POSITION #: 472-502-1405-XXX

WORKING TITLE: Chief, Enterprise Data Engineering

EMPLOYEE:

POSITION DESCRIPTION: Under the general direction of the Chief Technology Innovation Officer, the Information Technology Manager I (ITM I) serves as the Chief of the Enterprise Data Engineering branch, leading the planning, coordination, execution, and delivery of data engineering initiatives that power both public-facing and internal data services. The ITM I will be involved in process improvement, data architecture, and the use of Artificial Intelligence (AI), Machine Learning (ML), APIs, and agentic automation and is responsible for driving the vision, strategy, and execution of the Data Engineering function. The ITM I strives to ensure that the Department enables sustainable business growth, capabilities, and internal efficiencies through improved data structures, metadata management (MDM), data insights, efficient data governance, and enhanced processes enabled by emerging technologies. The ITM I must demonstrate strong leadership, organizational, and communication skills, with the ability to influence technical and non-technical stakeholders at all levels. The role requires managing competing business priorities, implementing agile problem-solving approaches, ensuring transparency, and delivering outcomes effectively with a can-do attitude.

SUPERVISION EXERCISED: Various professional level staff.

SUPERVISION RECEIVED: Under the general direction of the Chief Technology Innovation Officer.

EXAMPLES OF DUTIES:

DOMAIN(S):	Data Architecture and Design:	critical skills
	Data Warehousing, BI, ETL	critical skills
	Software Engineering:	critical skills
	Systems Engineering:	critical skills
	Information Security Engineering:	moderate skills
	Client Services:	moderate skills
	IT Project Management:	moderate skills
	Business Technology Management	moderate skills
	AI/Emerging Technologies:	moderate skills

Essential Job Functions:

35% In a leadership capacity, oversees the Department's strategic data priorities and identifies new business opportunities based on existing data. Incumbent also guides the engineering team on customer requests, including which data to store, analyze, and model for the business’s benefit. Provides the engineering team with the vision for business-wide data activities and champions data ownership, standardization, accessibility, and governance.

Responsible for creating an environment that makes data and information accessible to all personnel across the business on an 'as needed' basis. Oversees how the business captures, maintains, and presents data and information at the agency level to measure performance. Provides expertise and consultations on all major data-related initiatives, including personnel recruitment, development, and retention within the business. Serves as a mentor to key personnel within the data engineering team, assisting with the execution of their functions upon request and encouraging continuous professional development to become experts in their roles.

- 35% Plays a leading strategic role, defining and overseeing how the business captures, maintains, and applies data and information to support key business processes. Sets the strategic direction for building the business data management program and for optimizing how the business uses data both internally and externally. Responsible for developing, coordinating, and implementing strategies that support the LOIS data-first architecture and AI technologies. Serves as a thought leader, defining the data governance and roadmap. Determines how best to leverage data assets to optimize support for the business strategy. Acts as a leader in building and sustaining a customer-focused data organization with a collaborative mindset, cutting-edge technologies, agile development processes, and department-wide policies.
- 15% Collaborates with data operations, analytics, research, architecture, and other branches to define data analytics and business intelligence initiatives. Designs data models and architecture to support specific business needs and leverages data insights and analytics. Enables stellar business performance by leveraging both data-driven solutions and innovative technologies.
- 10% Promotes the adoption of industry-leading trends and new data management technologies. Responsible for identifying new opportunities for the business and ensuring that data and information comply with Department and agency policies, as well as State and Federal requirements.

Marginal Job Functions:

- 5% Complete other required duties within the scope of the classification.

WORKING CONDITIONS: Open-spaced partitioned offices. Prolonged periods on a computer. May require on-call support, off-hours for emergency projects or deployments, as well as weekend support. Occasional travel for overnight or day trips throughout California and/or vendor locations. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Federal, State, or local government operations; strategic technology planning and execution, policy development for data standards, and best practices; professional training and experience in legal and regulatory areas; software development Python and AWS; business acumen and interpersonal skills; leading complex, multidisciplinary talent teams in new endeavors and delivering solutions; AWS Data Architecture, GenAI, and Data Warehousing; software development, database management, computer science, or related fields is desired.

Ability to: Analyze and solve problems; present technical knowledge in simplified business use cases, data sources, metadata, and management concepts; leading data science, software development, data engineering, or technical teams in a mid-to-large data organization; present concepts and technologies to business leaders and business concepts to technologists; work across business lines at senior levels to influence and effect change to achieve common goals.

CERTIFICATION OR LICENSE: None.

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
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_____ Supervisor Name (Print)	_____ Supervisor Signature	_____ Date
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Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.