



Classification: Information Technology Manager II
Position Number: 880-280-1406-004

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-280-002	Classification Title: Information Technology Manager II	Position Number: 880-280-1406-004
Incumbent Name: VACANT	Working Title: Business Management Branch Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Fulltime	CBID: M01
Division/Office: Division of Information Technology		Section/Unit: Business Management Branch
Supervisor's Name: Ben Rogers		Supervisor's Classification: CEA

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Ramirez</i>	Date:

General Statement
Under administrative direction of the Deputy Director (CEA) in the Division of Information Technology and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Information Technology Manager II (ITM II) serves in a senior management role influencing organizational Information Technology (IT) policy and oversees all aspects of the Water Board's IT Portfolio supporting strategic goals and business objectives. The ITM II has full management responsibility for organizing, planning, coordinating, directing, and controlling all activities associated with the day-to-day operations of the Business Management Branch.



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Essential Functions (Including percentage of time):

35%	Provide leadership for developing and continuously improving people, processes, and technology to support the Water Board IT Portfolio. Manage IT resources according to the Board's priorities and needs, including IT policy and program development, IT portfolio management, process reengineering, business analysis, research and development, strategic planning, and product delivery strategy. Provide leadership for the development and improvement of the personnel, including recruiting, developing, and retaining qualified staff. Establish and maintain Enterprise Project and Portfolio Management and oversight services standards, processes, and procedures. Provide oversight of all phases of project management and system development life cycles to ensure efficient and effective delivery of information technology products, services, and systems. Provide direct leadership and oversight management on complex and high-visibility IT projects and ensure that policies, standards, and procedures for meeting mission-critical IT project objectives and time frames are consistent with industry-proven best practices. Responsible for ensuring that the success of projects positively impacts the Board's credibility with control agencies and the public.
35%	Manage the development, administration, and maintenance of IT project management and IT project governance policies, procedures, standards, guidelines, and tools. Monitor the use of approved processes, procedures, and tools to ensure IT projects are consistently managed according to State, Agency, and industry standards. Serve as the primary liaison to control agencies regarding the review of IT Project approval documents and on the interpretation of state policies governing IT projects. Supervise coordinating and developing Project Approval Lifecycle PAL documents, Budget Change Proposals, and Legislative Bill Analysis. Plans, manages, directs, and oversees the most complex PAL planning activities and documentation; Maintains close oversight of project team and program areas in the development and submission of PAL documentation in a timely manner. Develop, implement, and review new and existing IT policies, standards, and procedures. Lead in the development of formulating IT strategies, policies, procedures, and governance for all aspects of project management practice. Direct the establishment of policies and processes for the Water Board IT Portfolio. Review Project Approval Lifecycle (PAL) documents, Special Project Reports, and other IT-related documents and provide analysis and recommendations to executives. Develop and maintain effective communication and working relationships with executive management, state agencies, vendors, and business stakeholders. Represent DIT at various meetings and conferences.



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25%	Provide the full range of management and supervision of staff to plan, execute, and control branch activities necessary to support priorities, projects, and initiatives. Review and make decisions on complex operational (day-to-day) activities to provide guidance to staff in the performance of their work and resolve issues and impediments. Recruit, hire, train, and evaluate subordinate staff. Complete training plans, probation reports, and other personnel-related activities in a timely manner. Establish and ensure compliance with processes, procedures, expectations, and administrative duties applicable in the Division. Plan Branch workload and maintain staff time estimates for projects and line of business activities. Ensure appropriate resources (staffing, equipment, consultants, project funding, etc.) are identified and acquired to ensure that work efforts are completed on time and within the allocated budget.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and a keyboard for extended periods of time. Ability to lift 25 pounds to retrieve files and/or documents.	
Typical Working Conditions:	
The incumbent works on the 8 th floor of a high-rise office building in downtown Sacramento, in an enclosed office or cubicle in a smoke-free environment. The work schedule is Monday through Friday. Evening and weekend work may be necessary when the department is mission-tasked. Travel may be required locally and within the state.	

Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date