

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification	Working Title
Information Technology Manager I	Enterprise Data Warehouse Group Manager
Name of Incumbent	Position Number
	280-343-1405-005
Section/Unit	Supervisor's Name
Business Intelligence & Data Services / Enterprise Data Warehouse Group	
Division	Supervisor's Classification
Technology Governance	IT Manager II
Branch	Duties Based on:
Information Technology	☒ Full Time ☐ Part Time - Fraction
	Revision Date
	7/11/2018

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| ☒ Conflict of Interest Filing (Form 700) Required | ☐ Call Center/Counter Environment |
| ☐ May be Required to Work in Multiple Locations | ☒ Requires Fingerprinting & Background Check |
| ☐ Requires DMV Pull Notice | ☐ Bilingual Fluency (<i>specify below in Description</i>) |
| ☐ Travel May be Required | ☐ Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|---|--|--|
| ☐ Business Technology Management | ☐ IT Project Management | ☐ Client Services |
| ☐ Information Security Engineering | ☒ Software Engineering | ☒ System Engineering |

Under general direction, the incumbent serves primarily in the Software and System Engineering Domains as the functional and technical manager over the Enterprise Data Warehouse Group. The Information Technology Manager I is responsible for planning, organizing, directing, and managing the department's Enterprise Data Warehouse program and staff. The incumbent provides leadership for the design, development, implementation, operation, security, maintenance, and continuous improvement of enterprise data warehouse solutions, data integration services, and analytical data platforms. The incumbent establishes strategic priorities, ensures compliance with statewide policies and departmental standards, and partners with business and executive stakeholders to deliver secure, reliable, and high-quality data solutions that support reporting, analytics, and informed decision-making.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*Percentage
of Duties

Essential Functions

- | | |
|-----|---|
| 35% | Plan, organize, direct, and supervise the Enterprise Data Warehouse team responsible for the architecture, development, implementation, maintenance, and support of enterprise data warehouse environments, data marts, ETL/ELT processes, and related database technologies. Establish work priorities, assign resources, evaluate staff performance, mentor employees, and foster a collaborative, customer-focused work environment. |
| 25% | Provide strategic leadership for enterprise data warehouse architecture and data integration services. Develop and implement strategic plans, technology roadmaps, policies, standards, and best practices that align with departmental business objectives, statewide technology direction, and enterprise architecture principles. Collaborate with executive leadership, business program managers, project managers, and technical teams to identify business requirements, establish priorities, resolve complex issues, and ensure successful delivery of enterprise reporting, business intelligence, and analytics solutions. |
| 25% | Direct the development, implementation, and enforcement of data governance, data quality, metadata management, data security, privacy, and data lifecycle management practices. Ensure compliance with applicable state laws, security policies, accessibility requirements, and departmental standards. Manage operational support for enterprise data warehouse systems by overseeing system performance, capacity planning, availability, disaster recovery, incident management, problem resolution, change management, and continuous service improvements. Monitor service level objectives and implement corrective actions as necessary. |
| 10% | Develop staff and carry out department and branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manage administrative activities for group staffing and budgeting. Prepare and provide weekly status reports. The incumbent demonstrates knowledge on laws, rules, regulations, and policies including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business. |

Percentage
of Duties

Marginal Functions

- | | |
|----|------------------------------------|
| 5% | Performs other duties as assigned. |
|----|------------------------------------|

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)

Sitting: Constant (76-100%)

Walking: Rarely (1-6%)

Temperature: Temperature Controlled Office Environment

Lighting: Artificial Lighting

Pushing/Pulling: Not Applicable

Lifting: Not Applicable

Bending/Stooping: Not Applicable

Other:

Type of Environment: a. High Rise b. Cubicle c. Select d. Select

Interaction with Public: a. N/A b. Select c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

4 IT Specialist II; 1 IT Supervisor II; 6 IT Specialist I; 2 IT Associate

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Click here to enter text.

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Click here to enter text.

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

FNB

8/4/2026

Reasonable Accommodation Unit use ONLY (*completed after appointment, if needed*)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE