

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 08/01/2026	B. APPOINTMENT EFFECTIVE DATE 09/01/2026	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager II		E. POSITION WORKING TITLE Acquisition and IT Program Management Branch Chief
F. CURRENT POSITION NUMBER 695-241-1387-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-241-1406-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administration/Acquisition and IT Program Management Branch/Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Miles Burnett, Deputy Director/CEA
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY, 8:00 AM TO 5:00 PM		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK ☒ YES ☐ NO DRIVING AN AUTOMOBILE ☐ YES ☒ NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	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
	Organizational Setting and Major Functions Under the administrative direction of the Deputy Director, Office of Administration Services, the Information Technology Manager II (IT Manger II) is responsible for the overall organization and direction the Office's Acquisition and IT Program Management Branch. The IT Manager II is responsible for developing, recommending, and implementing policy and participating in strategic and tactical planning activities which impact and interface with Department of Technology (CDT) divisions and offices as well as other State departments, and promotes and supports the operation and efficiency of the CDT IT service programs. The IT Manager II represents the CDT before control agencies and meets with management during the negotiation and resolution of sensitive issues and complex problems. The IT Manager II acts independently and supervises professional staff in completing statewide and departmental procurement objectives in accordance with appropriate policy, standards, and procedures. This position also advises the CDT director and customer departments regarding relevant legal statutes, regulations and policies in making operational decisions targeting IT Acquisitions.
% of time performing duties 40%	Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) Develops, evaluates and makes recommendations of policies regarding transitional programs impacting customer departments, and CDT stakeholders. Formulates policies and procedures for review and adoption and develops procedures and strategic plans for CDT's statewide critical, large and highly complex information technology projects and services. Participates in the formulation of statewide information technology procurement policy and ensures the policies are internally executable and communicated to CDT stakeholders. Provides leadership in developing and maintaining collaborative, interagency partnerships between the Department of General Services, Executive Steering Committees, members of Agency and external departmental executive management to advance the strategic objectives of CDT. Provides policy recommendations and coordinates policies and procedures for development, change, and implementation of CDT's IT programs as well as establishing major enterprise IT initiatives based on business strategy and direction. Provides leadership and guidance to CDT staff responsible for the management of CDT services and Service Level Agreements (SLAs) to customer departments, Agencies, and entities. This includes customer advocacy, resource management, and customer department executive management notification. Advises CDT executive management of resources, procedures, risk, scenario planning, and funding for future IT enterprise initiatives and strategic vision planning.

30%	Provides overall project management and coordination of Statewide IT projects in relation to procurement resources and workload for the acquisition of IT contracts or programs throughout the Acquisition Lifecycle. Provides high-level technical advice to Project Directors and customer departments on a wide variety of complex and sensitive acquisition and procurement issues, including proposed negotiation strategies. Ensures that Statewide IT project acquisitions are authorized prior to the release to the vendor community. Develops and presents statewide acquisition strategy for information technology project procurements to control agencies and customer departments. Directs the development and establishment of the COT's enterprise-wide acquisition of new services Best Practices. Provides high-level technical advice to IT Project Directors/Project Managers, Executives, senior staff, CIOs, AIOs and customer departments on a wide variety of complex and sensitive acquisition and procurement issues, including proposed negotiation strategies. Ensure CDT's acquisition of enterprise services are sustainable, comprehensive, reliable, and economical for small and large departments. • Creates and implements policies and procedures to support IT Program management in accordance with State contracting policies and guidelines such as Government Codes and Regulations, Public Contract Codes, State Administrative Manual, State Information Management Manual (SIMM), Technology Letters, Purchase Authority Manual, Management Memos, Executive Orders, etc. • Provides acquisition strategic leadership and direction to department customers and enterprise programs to ensure the external department's compliance with State contracting laws and policies. • Develops and maintains a statewide vendor management program including best practices to build a mutually strong relationship with vendor community to strengthen the state's overall performance to increase customer satisfaction, reduce costs, increase quality and increase service from vendors. • Provides mastery-level advice to project managers, directors, stakeholders, task forces, customer departments, and technical groups regarding statewide IT acquisition policies, complex/sensitive acquisitions and proposed negotiation strategies.
15%	Develop strategies for dealing with politically sensitive external departmental issues; evaluates public and political reactions to various sensitive and controversial programs and policies and provides this input in preparing statewide IT strategic plan. Monitors, tracks, and reports Issues, impacts, and successes of implementing an enterprise-wide strategic plan. Participates in the development, evaluation and recommendation of Statewide Strategic plans of control Agencies and external departments, including Governor's Office, Purchasing Authority Round Table, and Legislature. Develops and presents CDT's acquisition strategy for enterprise information technology procurements to control agencies.
10%	Provide supervision, leadership and guidance for staff: • Develop and maintain current duty statements to establish performance expectations and other work requirements; complete individual development plans annually and probationary reports on a timely basis; manage performance management activities including adherence to the State's progressive discipline policy. • Ensure subordinate employees comply with all California Department of Technology policies, office standard operating procedures, and department and agency protocols. • Facilitate cross training and workforce/succession planning; implement motivation techniques; promote training. • Provide technical guidance and direction to staff. Review work products, analytical studies, proposals and correspondence and provide feedback.
5% of time performing duties	Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.) In the absence of the Deputy Director or the Assistant Deputy Director, Office of Administration Services, the IT Manager II will respond to all issues related to the Office including acting on behalf of the Deputy Director or Assistant Deputy Director at high level meetings with CDT agency executive staff, Department of General Services, Department of Finance, State Controller's Office and other control agencies. Serve as a principal advisor to the Director on statewide procurement issues, which directly impacts the overall administration of the department's operations and programs

Work Environment Requirements

- Professional office environment business dress
- Work full-time Monday through Friday
- Must carry a Smartphone
- May require periodic off shift and weekend work
- Local travel to other CDT buildings and customer sites

Allocation Factors (Complete each of the following factors.)

Supervision Received:

Performs the task of this position independently under the administrative direction of the Deputy Director of the Office of Administration Services

Actions and Consequences:

The IT Manager II will function with a high degree of independence and requires very broad knowledge of policy and procurement process. The IT Manager II must be aware of, and able to properly apply, all applicable state regulations as well as other forms of law to each functional area of responsibility. Must be able to establish and maintain effective and beneficial relationships on behalf of CDT with state, local and Federal governments and the vendor community as it relates to Information Technology Acquisition and IT Program management.

Poor judgment and leadership could result in the loss of CDT's Tier 3 delegation authority, serious consequences to the IT operating environment, contribution to the failure of the large IT projects or missed deadlines, control agency audit findings, potential legal consequences impacting the State of California or serious negative media attention detrimental to the department and the IT community. The inability to translate IT acquisition and program specifications either verbally or in writing may cause delays in project schedules or purchases and inability to represent CDT with control agencies, Legislature, key customer, CIOs, and AIOs.

Personal Contacts:

Contacts are wide-ranging and include customer departments, AIOs, CIOs, department & Agency executive staff, control agencies and the IT vendor community. The IT Manager II operates in a professional and discreet manner as confidentiality is critical.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

The IT Manager II must be conversant with CDT and state personnel policies and procedures and ensure that these are adhered to when dealing with staff. The incumbent must possess extensive knowledge of the State's procurement process and a working understanding of the detailed aspects. The IT Manager II must be thoroughly familiar with IT projects and the principles of public administration and business and contract law, as well as legal issues peculiar to government and IT program management. This position is also an advisor to the Deputy Director, Office of Administrative Services and has direct input on a wide range of procurement and operational issues affecting all divisions within CDT.

Supervision Exercised:

The IT Manager II directly supervises the Acquisition and IT Program Management Branch staff. The IT Manager II will train and develop management with high level of technical expertise and completion of daily/monthly workload due dates. This position will be responsible for evaluating employee work performance, keeping staff abreast of changing personnel laws, and interviewing and recruiting for vacant positions within the unit.

Other Information

The IT Manager II must have a proven track record of gaining the confidence and trust of individuals in key positions in the CDT's customer base

Desirable Qualifications: (List in order of importance.)

The IT Manager II is required to have an extensive knowledge of the State's IT procurement policies, processes, practices, and direction for the effective and efficient procurement of IT services. The IT Manager II is required to be experienced in all aspects of procurements, contracts, including concept, initiation, planning, execution, closing, maintenance, and operations. The incumbent must exercise a high degree of initiative, independence of action, and originality and must demonstrate tact and good independent judgment. S/he must possess:

- A strong understanding of Statewide IT project procurement methodologies, policies and fundamentals.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the

CDT effectively with all levels of government, control agencies, Legislature, key customers, stakeholders and internal staff.

- Experience obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent. Proven track record of gaining the confidence and trust of individuals in key positions.
- Demonstrated ability to establish and maintain effective, cooperative, and beneficial relationships on behalf of the CDT with state, local, and Federal governments and the vendor community, as it relates to IT and telecommunications service procurements.
- Ability to establish priorities and complete multiple assignments to meet firm deadlines.
- Ability to adapt easily to changing priorities, plan and project workload and allocate staff resources to meet work demands.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, state and federal initiatives and programs
- Ability to anticipate and manage complex procurement issues with a statewide impact and demonstrate the ability to develop policy to resolve issues.
- Ability to supervise, train, develop and manage an interdisciplinary team.
- Ability to analyze administrative problems, make decisions, and take effective action.
- An understanding of/or experience with the state budget process, BCP's, Provision1's and the Project Approval Lifecycle (PAL) Stage Gate process.
- Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) to develop standards for product approvals.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

Miles Burnett

SUPERVISOR SIGNATURE

DATE

Instructions			
Copies and Distribution	<u>Current and Proposed Duty Statements</u>: Submit with Request for Personnel Action (RPA) package. <u>Approved Duty Statement</u>: Supervisor reviews with incumbent; both supervisor and incumbent must sign and date. <u>Signed Copies</u>: Original to supervisor; copy to incumbent; scanned/electronic version emailed to Human Resources.		
Section A: Position Profile	Complete Sections A through K. If position number is changing, complete sections D, E, G, and H using the proposed position information. If incumbent's name is known, complete section C.		
Section B: Position Functions & Duties	Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).		
Information Technology Domains	Select all domains applicable to the incumbent's duties/tasks.		
Organizational Setting and Major Functions	Provide a <u>brief</u> description of the position's reporting relationship, primary role, and purpose.		
Essential Functions	Identify the fundamental job duties of the position that must be performed, with or without reasonable accommodation. NOTE: Essential Functions shall be properly aligned with the classification specification. Percentages shall be in increments of 5, and should be no less than 5%. The total percentage of all functions (essential and marginal) must equal 100%. Per Government Code section 12926.1 (a-c), a job function or task may be considered an essential function for several reasons, including, but not limited to: - The position exists to perform the function. - There are a limited number of other employees available to perform the function, or among whom the function can be distributed. - The function is highly specialized; the person is hired for special expertise or ability to perform the function. - Removal of the function would fundamentally alter the job. To write essential functions for the position: - Identify the major functions of the job. Most positions have five to seven major functions. - Identify the specific tasks associated with each major function (include end products). - Identify the level of work and why the work is done. The below is an example of how to write an essential function and the associated task statements: ESSENTIAL FUNCTIONS <table border="1"> <tr> <td>45%</td><td> Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> - Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. - Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. - Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda]. </td></tr> </table>	45%	Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> - Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. - Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. - Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda].
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Marginal Functions	Identify functions or tasks that are performed, but are not fundamental duties of the position. These are functions or duties that can be assigned to another employee and can be characterized as non-essential or marginal. The phrases "perform other related duties" or "perform other related work" can be used in the marginal functions field. NOTE: Percentages shall be in increments of 5, and should be no more than 5%. The total percentage of all functions (essential and marginal) must equal 100%.		
Work Environment Requirements	Identify physical or mental requirements, work conditions, hazards, and equipment used on the job and required to perform the essential functions of the job. NOTE: Specify in this section if a fingerprint background check is required.		
Allocation Factors	<u>Supervision Received</u>: Identify the scope of initial instruction, how work is supervised while in progress, and nature and purpose of final review. <u>Actions and Consequences</u>: Identify in what areas judgment, decisions, and recommendations are made, and probable effects of poor decisions or recommendations. <u>Personal Contacts</u>: Identify with whom, how frequently, and for what purpose personal contacts are required with persons outside of the immediate work group. <u>Administrative and Supervisory Responsibilities</u>: Briefly identify the extent of participation in management functions (e.g., planning, budgeting, cost control, reporting, selecting, placement, and development of personnel). Indicate "None" if a non-supervisory position. <u>Supervision Exercised</u>: Identify the type of supervisory responsibility exercised and indicate whether supervision is a responsibility of the position or of a lead nature.		
Other Information	Identify any significant factors or special requirements for this position that are not included elsewhere on this form. <u>Desirable Qualifications</u>: Identify any special personal characteristics, interpersonal skills, additional qualifications, specific business needs, and additional attributes that will enhance the incumbent's ability to perform a particular function. (e.g., professional certification or license, general or specialized knowledge in the field, ability to qualify for a fidelity bond, aptitude for investigative work, skills and abilities above the required minimums.) NOTE: Please list the desirable qualifications in order of importance, as they will be listed on the Job Opportunity Bulletin (JOB).		