

Duty Statement
California Government Operations Agency
State of California



☐ Current ☒ Proposed

Classification Title Information Technology Manager II	Division Data Infrastructure
Working Title Delivery Manager	Office/Unit/Section Office of Cradle-to-Career Data
Position Number 424-100-1406-900	Effective Date
Name	Date Prepared 7/28/26

General Statement

The Office of Cradle-to-Career Data (C2C) is building a statewide longitudinal Data System that will provide policymakers, researchers, educators, students, families, and other stakeholders answers to key questions about student progression and outcomes. The data system will help provide critical information about the pipelines from early care to K-12 to higher education skills training and employment along with health and human services data. This data system will help support teachers, advisors, parents and students and be an evidence-based tool that decision makers and researchers can use to help California adopt more equitable policies by providing insight into how educational experiences impact students' subsequent academic achievement, work, and earnings.

Under the administrative direction of the Director of Data Infrastructure, the Delivery Manager is responsible for leading, developing, and overseeing the organization's delivery of high-quality products. This role ensures that data systems, pipelines, and platforms are reliable, scalable, secure, and aligned with business priorities.

Duties include, but are not limited to:

Job Functions

Essential (E) / Marginal (M) Functions

30% Development Lifecycle Management (E)

- Supports DevSecOps practices by ensuring pipelines, automation, and controls align with delivery needs and security requirements.

- Coordinates periodic code reviews to confirm adherence to standards, quality expectations, and maintainability guidelines.
- Prepares and submits materials to architectural review boards and ensures alignment with enterprise architecture, patterns, and governance.

20% Project Management (E)

- Develops, maintains, and monitors detailed schedules to ensure milestones, deliverables, and dependencies stay on track.
- Identifies project risks and issues, establishes mitigation plans, and ensures timely escalation when needed.
- Administers change control processes, ensuring proposed scope changes are assessed, approved, documented, and incorporated into plans.
- Coordinates with vendors to clarify expectations, monitor performance, manage deliverables, and maintain productive partnerships.
- Manages team capacity, role assignments, and resource forecasts to ensure adequate staffing for delivery needs.

20% Security & Privacy Management (E)

- Reviews security and privacy policies and procedures to ensure project activities comply with organizational and regulatory requirements.
- Monitors system logs, alerts, and service health indicators, coordinating with security teams when anomalies or incidents arise.
- Oversees review of key security artifacts such as data flows, access controls, and system configurations to ensure compliance and readiness.

15% Sprint Management (E)

- Oversees the full sprint cycle, ensuring teams have clear goals, dependencies identified, and work sequenced for successful delivery.
- Facilitates daily standups to confirm progress, surface blockers, and ensure alignment across the delivery team.
- Leads sprint reviews to validate completed work, collect stakeholder feedback, and confirm readiness for release.
- Manages sprint planning sessions by guiding estimation, prioritization, and commitment to deliverables.
- Conducts sprint retrospectives to identify improvement opportunities, drive process refinement, and reinforce team accountability.
- Works with product and technical teams to refine requirements and break work into actionable, well-defined tasks.

10% Staff Management (E)

- Manages members of the Data Infrastructure team.
- Continually collects feedback from team members.
- Completes annual performance appraisals and completes timely probationary reports for civil servants.

- Supports the development of strong team norms on internal collaboration, efficient project management, and team cohesion.

5% Marginal Functions (M)

- Performs a variety of administrative activities that provide efficiencies to C2C and the Data Infrastructure team.
- Participates in special ad hoc committees, staff meetings, teams and projects, time reporting and procurements.
- Prepares correspondence, reports, and issue papers related to data and software, hardware, and C2C Data System.
- Other duties as required.

Supervision Received

The incumbent reports directly to and receives most assignments from the Director of Data Infrastructure; however, direction may also come from the Executive Team.

Supervision Exercised

The incumbent directly supervises the Delivery Team and contractors.

Personal Contacts

The incumbent will work with teams across the Office of Cradle-to-Career Data and GovOps Agency staff, community organizations, a wide range of stakeholders, and external contractors and advisors.

Functional Requirements

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job:

- Regular and consistent attendance is essential to the successful performance in this position.
- The Delivery Manager is expected to be prepared and professional and must maintain an agreed upon schedule and/or be flexible in terms of work hours, if the position is excluded.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.

The duties of this position are performed indoors. C2C Headquarters is located at 400 R Street, Sacramento, CA 95811 and is equipped with standard or ergonomic office equipment, as appropriate. A hybrid work schedule is acceptable pursuant to an approved Telework Agreement.

Additionally, occasional travel and overnight stays may be required to attend meetings, conferences, and training.

Background Checks and Clearance

The successful candidate will be required to pass a criminal background check (see Education Code 10873).

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date

Duties of this position are subject to change and may be revised as needed or required.

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date