



Duty Statement

Classification: **Information Technology Manager I**

Position Number: **275-814-1405-004**

HCM#: **1229** **JC-531820**

Branch/Section: **Information Technology Services Branch / Technology Business Management Division / Information Technology Performance & Accountability Section / Technology Project and Portfolio Management**

Location: **Sacramento, CA**

Working Title: **Manager, Technology Project and Portfolio Management**

Effective Date: **August 31, 2026**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☒ **Yes** ☐ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

Information Technology Service Branch (ITSB) provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance and development team members, business development including business relations, business process improvement and project and portfolio management. ITSB is committed to providing the technical leadership, increased business alignment, talent, transparency, and accountability in support of all the CalPERS strategic business objectives.

Under general direction of the Information Technology Manager II over the Information Technology Performance & Accountability Section of the Technology Business Management Division, the Information Technology Manager I plans, organizes, directs, and controls all functions of the Technology Project/Portfolio Management section. This position is responsible for collection, validation and analysis of project management, workload, resource and other Information Technology (IT) data as needed and the development of reports, dashboards, presentations and other products used for decision making, communications, and transparency. The IT Manager I works primarily in the Business Technology Management Domain.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS, and supervision of work. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

35% Onsite¹ and virtually, direct and control all workload and activities related to the collection, validation, and analysis of project management, workload, resource and other data as needed

and the development of reports, dashboards, presentations, and other work products used for decision making, communications and transparency. Guide and direct development of ad hoc reports and other artifacts needed to support executive and senior management in governance and leadership decision making and providing transparency of IT spending, resource utilization, capacity, and other topics of interest. Responsible for development and upkeep of the Enterprise Project Portfolio (EPP) and ensuring that reports and dashboards are complete, timely, and consistent. Responsible for the development of processes, procedures, and methodologies relating to portfolio reporting to ensure that they are well designed, thoroughly documented and continuously improved to deliver optimum results. Responsible for the administration and application management of portfolio/project management and reporting tool sets. Provide clear and timely direction to staff, guide development of work products, monitor progress, and provide course corrections to ensure timely, high-quality outcomes and deliverables. Ensure adherence to relevant policies and standards. Develop formal presentations as needed to educate, market, and communicate information relative to TPPM service delivery, accomplishments, work activities, and methodologies.

30%

Onsite and virtually, plan and organize all workload and activities of the TPPM Unit. On an ongoing basis, develop and continuously refine methodologies, templates and procedures for portfolio data collection, report development and maintenance. Organize and maintain a formal repository of IT governance methodologies, templates, artifacts and documentation. Lead the development and ongoing maintenance of the ITSB Strategic Plan, including roadmap development, to ensure alignment between IT initiatives and enterprise priorities. Provide ongoing program management oversight for enterprise-wide initiatives, ensuring consistency, accountability, and alignment with strategic objectives across the project portfolio. Develop annual Unit level goals and objectives in alignment with ITSB and TBMD vision and strategies. Prepare staffing assignments, projected resource needs and resource allocations for unit's operational and project level workload. Develop annual training plan in alignment with TPPM goals, strategies, workload commitments and individual staffing needs. Identify and define services delivered under the TPPM and ensure clear accountability, roles and responsibilities. Ensure that TPPM methodologies and practices align with best practices, serve the needs of CalPERS, and mature continuously. Track and maintain TPPM workload metrics for input to resource tracking systems and workload and capacity planning.

20%

Onsite and virtual, hire, develop, and retain a competent and professional staff that assures an adequate level of skills and expertise to support current and future CalPERS needs. Responsible for outlining performance expectations within the Unit and of individual staff. Establish work assignments, provide direction and guidance, and evaluate work products toward continuous improvement. Motivate staff to sustain high performance and continuously improve. Leverage staffing recognition mechanisms to ensure staff receive recognition as appropriate. Communicate effectively to staff, peers, and leadership to ensure all are informed at a level conducive to maintaining the highest levels of quality and service delivery. Effectively administer CalPERS' performance appraisal processes ensuring employees receive ongoing coaching, timely feedback, and fair and accurate evaluation ratings. Ensure effective staff development through identification of training needs, employee career development planning and the provisioning of appropriate training.

10% Onsite and virtual, provide tactical and strategic consultative support to CalPERS Executive and Senior Management regarding enterprise program portfolios, how they are reported on, and the impacts of changes, additions and/or deletions to workload, resources and capacity. Recommend and deliver the most optimum methods to communicate accomplishments, workload, resource allocations, key issues and other topics of interest to governance bodies. Represents ITSB as a participant on enterprise level workgroups and task forces on a periodic basis. Acts as lead in the planning and delivery of special projects as identified by ITSB Senior Leadership. Participates in Division and Branch Level leadership initiatives as appropriate. Provides insights and subject matter expertise on initiatives relating to his/her area as needed to mature service delivery of ITSB overall, including the but not limited to, annual initiatives planned under ITSB's IT Strategic Plan.

5% Onsite and virtually, performs other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____

Date:

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____

Date: