

☐ Current
☒ Proposed

POSITION STATEMENT

Civil Service Classification	Working Title
1. POSITION INFORMATION	
Information Technology Manager I	BI DARG Manager
Name of Incumbent	Position Number 280-343-1405-002
Section/Unit Business Intelligence (BI) Data Analytics and Reporting (DARG)	Supervisor's Name
Division Technology Governance	Supervisor's Classification Information Technology Manager II
Branch Information Technology	Duties Based on: ☒ Full Time ☐ Part Time - Fraction
	Revision Date 6/17/2021

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 (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>)	

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 of the Information Technology Manager II, the incumbent serves primarily in the Software Engineering and System Engineering Domains as the functional and technical manager over the Business Intelligence (BI) Data Analytics and Reporting Group (DARG), applies mastery-level knowledge to plan activities within the most complex BI Services and BI Infrastructure areas. The incumbent supports the development and implementation of comprehensive BI tools and strategies that allow raw data to be transformed into business insights. These insights are often used for decision making and strategic planning across high levels of the business.

The incumbent is responsible for ensuring staff succession planning, staff upward mobility, and staff training. The incumbent keeps current knowledge of evolving industry trends, best practices, and standards in BI, data warehouse, data mining, and analytical technologies, and shares this information with staff and management.

Civil Service Classification

Information Technology Manager I

Position Number

280-343-1405-002

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
55%	Supervises data analytics and reporting staff responsible for data collection, processing, modeling, analysis, and reporting in support of the Department's mission. Leads cross-functional analytics initiatives using advanced data modeling and analytical techniques to generate actionable insights, inform strategic decisions, and identify optimization opportunities. Plans, directs, prioritizes, and monitors the development and maintenance of data models, reporting systems, dashboards, automated data processes, and performance metrics that support key business decisions. Manages and optimizes processes for data intake, validation, integration, analysis, reporting, and communication, and oversees the data and reporting request process, including tracking, prioritization, approval, assignment, and delivery. Organizes and drives successful completion of analytics and reporting initiatives through effective staff management and collaboration with business and technical stakeholders. Guides, mentors, and develops staff performing complex assignments; communicates analytical findings, trends, business impacts, and recommendations; and ensures high-quality customer service to internal EDD users and external partners.
35%	Provides strategic and technical direction for the Department's data analytics, reporting, and business intelligence capabilities, including close coordination with the Enterprise Data Warehouse team to ensure data availability, consistency, quality, and effective integration across reporting and analytics solutions. Promotes and advances data governance practices, including data quality, standards, definitions, stewardship, security, and appropriate use of enterprise data. Consults and coordinates with customers, project staff, technical experts across EDD, and the California Department of Technology on the design, implementation, testing, evaluation, maintenance, and support of data, analytics, reporting, and related technology solutions. Establishes and implements quality controls, departmental standards, policies, best practices, templates, and tools to ensure solutions meet organizational, security, regulatory, and service-level requirements. Provides expert-level guidance to project teams, technical staff, and vendor consultants and collaborates with enterprise and technical architects to ensure solutions are integrated, scalable, sustainable, and aligned with Department strategy. Plans and monitors long-range activities, anticipating future business, technology, resource, and capacity needs, and develops solutions that support evolving Department priorities and data-driven decision-making. Develops staff and carries 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. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides 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.
5%	

Civil Service Classification
Information Technology Manager I

Position Number
280-343-1405-002

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

Formatted Table

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)

5 IT Specialist II, 6 IT Specialist I and 3 IT Associates

Civil Service Classification
Information Technology Manager I

Position Number
280-343-1405-002

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)
Jane Pointer

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)
Bindu Vijayakumar

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials

FNB

10/1/2026

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