

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Information Technology Manager I	POSITION NUMBER 538-406-1405-XXX
WORKING TITLE IT Manager I	DIVISION/UNIT
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT M01	CONFLICT OF INTEREST DESIGNATION 5

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☒ SUPERVISORY	☒ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the general direction of the Chief Information Officer (CIO), the Information Technology Manager I (ITM I) serves as the manager of the Department of Conservation (DOC) Information Technology Procurement and Compliance Branch and is responsible for management, governance, strategic direction, and oversight of the Department's enterprise information technology (IT) procurement program. The incumbent manages the acquisition of IT goods, services, software, cloud services, and telecommunications; administers and safeguards the Department's delegated IT purchasing authority; establishes procurement policies, standards, internal controls, and business processes; and ensures compliance with applicable state laws, regulations, policies, and control agency requirements. The ITM I exercises a high degree of independent judgement in evaluating complex procurement, contractual, fiscal, compliance, security, and technology issues and provides recommendations to division management, the CIO, executive management, and Department programs regarding acquisition strategies, procurement risk, and technology investments. The incumbent represents the Department with the Department of General Services (DGS), California Department of Technology (CDT), California Natural Resources Agency (CNRA), vendors, and other control agencies and stakeholders on significant IT procurement matters. The ITM I plans, organizes, directs, and evaluates the work of professional

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IT procurement staff and is accountable for the effectiveness, compliance, and continuous improvement of the Department's IT procurement program. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	IT Procurement Program Management and Governance: Manage the Department's enterprise Information Technology Procurement and Compliance program for the acquisition of IT goods, services, software, cloud services, telecommunications, and other technology solutions. Plan, organize, direct, and evaluate procurement operations performed under DOC's delegated IT Purchasing Authority. Establish program priorities, allocate resources, monitor workload and performance, and ensure procurement services effectively support Department business objectives and technology initiatives. Establish and maintain governance, internal controls, quality assurance practices, standards, procedures, tools, and performance measures for IT procurement activities. Evaluate program effectiveness and emerging business requirements and implement strategic and operational improvements. Advise division management, the CIO, and executive management regarding significant IT procurement matters, acquisition strategies, procurement risks, resource requirements, and issues affecting DOC's ability to acquire and support technology solutions.
20%	Procurement Compliance, Purchasing Authority, and Risk Management: Provide management oversight and accountability for DOC's delegated IT Purchasing Authority and ensure Department IT procurement activities comply with applicable laws, regulations, executive orders, State Contracting Manuals, DGS and CDT requirements, State Administrative Manual provisions, Department policies, and other applicable standards. Establish internal controls and direct compliance reviews of procurement activities to assess risk, identify deficiencies, and maintain readiness for DGS and other control-agency reviews and audits. Develop and direct corrective actions when deficiencies are identified. Manage organizational risk associated with procurement practices and make recommendations to division management, the CIO, and executive management regarding issues that could affect purchasing authority, Department operations, fiscal accountability, or compliance.
20%	Strategic Acquisition and Contract Management: Provide management direction and oversight for complex, high-value, sensitive, and enterprise IT acquisitions and contracts. Establish acquisition strategies in collaboration with technical, program, fiscal, legal, information security, privacy, and procurement stakeholders. Direct the development of complex solicitations, statements of work, evaluation methodologies, contractual requirements, and performance standards. Review and resolve escalated procurement and contracting issues involving software licensing, cloud services, supplier terms and conditions, intellectual property, technology standards, information security requirements, vendor performance, and other significant contractual or operational risks. Provide management consultation and recommendations to division management, the CIO, and Department leadership regarding procurement alternatives, risks, costs, and acquisition strategies.
15%	External Relations, Technology Standards, and Strategic Planning: Represent DOC management in IT procurement matters with DGS, CDT, CNRA, vendors, other control agencies, and external stakeholders. Serve as an escalation point for complex or sensitive IT procurement matters and negotiate or facilitate resolution of issues affecting

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	Department technology acquisitions. Collaborate with the CIO, Procurement and Contracting Officer, Information Security Officer, Legal Office, Budget Office, technology managers, and program leadership to ensure IT procurement strategies align with Department technology architecture, cybersecurity requirements, fiscal priorities, statewide initiatives, and business objectives. Participate in strategic and tactical planning and assess changes in technology, procurement practices, legislation, statewide policy, and industry practices for potential Department impact.
10%	Personnel and Organizational Management: Plans, organizes, directs, and provides managerial review of the work performed by staff within the Information Technology Procurement and Compliance Branch. Establishes organizational priorities, workload assignments, performance expectations, and service objectives. Evaluates staffing and competency requirements and develops workforce strategies necessary to meet current and anticipated Department procurement needs. Recruits, hires, trains, develops, and provides leadership to staff; evaluates performance; counsels staff and initiates corrective or disciplinary action as appropriate. Develops staff capabilities through training, mentoring, cross-training, succession planning, and knowledge transfer. Ensures personnel practices comply with applicable laws, regulations, bargaining unit agreements, and Department policies.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administration: Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time.

SUPERVISION RECEIVED:

The ITM I reports directly to and receives general direction from the CIO. The incumbent works collaboratively with the Chief Procurement and Contracting Officer on procurement policy, delegated purchasing authority, contracting requirements, and matters requiring coordination between IT and Department procurement functions.

SUPERVISION EXERCISED:

The ITM I supervises staff in the Information Technology Specialists I and Information Technology Associate classifications.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

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PERSONAL CONTACTS:

The ITM I works closely with the CIO and will have frequent contact with the Department managers and staff to plan, implement, and support advanced IT projects required to support DOC programs. The ITM I has frequent contact with the California Natural Resources Agency, the California Department of Technology, the Department of Finance, the Department of General Services, the California Department of Human Resources, and other control agencies to ensure that the State procedures are followed and that critical DOC issues are well represented. The ITM I will represent the organization within and outside the DOC in a way that will enhance public respect for, and confidence in the employee, agency and state government as a whole.

ACTIONS AND CONSEQUENCES:

The ITM I is expected to exercise a high degree of independent judgment in the performance of their duties. Decisions and recommendations made by the incumbent may significantly affect Department technology acquisitions, fiscal resources, contractual obligations, regulatory compliance, information security, program operations, and the Department's delegated IT Purchasing Authority. Inadequate management, oversight, or recommendations may result in acquisition delays, increased costs, contractual disputes, audit findings, noncompliance with State requirements, inadequate technology solutions, disruption to Department programs, or restriction or loss of the Department's authority to procure IT goods, services, and telecommunications.

CONDUCT AND ATTENDANCE EXPECTATIONS:

The regular workweek of full-time employees shall be forty (40) hours, Monday through Friday, and the regular work shift shall be eight (8) hours. You are expected to maintain regular attendance according to your approved work schedule. The core office hours for DOC Headquarters are 8:00 a.m. to 5:00 p.m. Work location (Telework versus On-site) may vary per employee, based upon their roles and responsibilities. On-site work may be required based upon the business need. You are expected to be prompt, courteous, thorough, and professional when interacting with state employees, peers, and management. Part of good customer service is listening to and communicating with our customers. To facilitate efficient and effective communication, review calendar availability then schedule phone calls or meetings with others as appropriate.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a high-rise building • Work in an open modular workstation in an air-conditioned office • Ability to sit for periods of up to 4 hours and key at a computer for up to 4 hours at a time • Work under pressure to meet deadlines
OCCASIONALLY	• Work overtime, if required • Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight lodging inside California may be required.

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 your supervisor).

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

Supervisor Printed Name	Supervisor Signature	Date
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