

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-154-1405-002
Classification: Information Technology Manager I	Tenure/Time Base: Permanent/ Full Time
Working Title: Portfolio Management & Governance Office Chief	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Portfolio Management Office/ Portfolio Management & Governance Office

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Under general direction of the Information Technology Manager (ITM) II, Enterprise Portfolio

Management Office (ePMO) Chief, the ITM I oversees the Portfolio Management & Governance Office (PMGO) and provides leadership to strengthen enterprise IT Project Portfolio governance across CDPH's IT initiatives, ensuring projects are consistently governed, strategically aligned, well-planned, and effectively executed.

The PMGO Chief leads governance practices for planning, initiation, execution, and oversight of CDPH IT projects, ensuring alignment with program goals and enterprise priorities. This role also ensures IT investments remain tightly aligned with CDPH program needs and mission outcomes. The incumbent provides governance leadership for CDPH's highest-visibility and highest-impact IT projects, ensuring adherence to the State Contracting Manual (SCM) administered by the California Department of General Services (DGS) and to the Statewide Information Management Manual 19 (SIMM 19), including the Project Approval Lifecycle (PAL) and Project Delivery Lifecycle (PDL) requirements governed by the California Department of Technology (CDT). The PMGO Chief drives the continuous improvement of enterprise IT Project Portfolio governance processes, promotes standardization of project and portfolio management methodologies, and advances CDPH's overall project and portfolio management maturity.

The PMGO Chief partners with ePMO leadership to support enterprise IT Project Portfolio planning, PAL/PDL compliance, contract and vendor management, legislative bill analysis, Budget Change Proposal (BCP) reviews, risk management activities, and statewide governance coordination. This position is also responsible for leveraging AI-enabled capabilities including generative AI, machine learning, automation, and analytics to streamline the IT Project Portfolio governance lifecycle, enhance operational efficiency, and identify opportunities to optimize business processes.

The ITM I performs duties within the Business Technology Management and Information Technology Project Management domains.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% travel to Richmond, California to conduct onsite project oversight activities.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

25% Organizational IT Policy, Oversight & Strategic Leadership

Responsible for formulating or administering organizational information technology policies and programs and planning, organizing, and directing the work of ITSD technology branches or units. Guide and oversee the development and elaboration of plans and artifacts to obtain internal and external project approval. Responsible for the oversight of ITSD branch and projects while aligning with technological modernization strategies in support of CDPH programs.

25% Portfolio Governance Leadership, Strategy & Framework Ownership

Lead development, administration, and enforcement of the enterprise IT Portfolio governance framework including, policies, standards, stage gates, and decision-making criteria. Maintain and continuously improve the IT Project Portfolio governance framework by managing revision cycles, updating governance components, and coordinating stage-gate activities. Collaborate with ePMO managers and the Portfolio Manager to plan, organize, and direct branch-level governance functions aligned with modernization strategies. Oversee PAL/PDL application, governance checkpoints, artifact quality, and compliance with CDT requirements. Direct creation, maintenance, and improvement of enterprise project management standards, policies, and procedures. Integrate governance decisions with enterprise change management impacts, ensuring readiness for high-visibility IT initiatives. Establish this role as the enterprise owner of the IT Project Portfolio governance framework, distinct from operational execution performed by subordinate roles and that governance responsibilities here apply specifically to the enterprise IT Project Portfolio rather than operational IT units.

20% IT Project Oversight, Planning, Execution & Governance Controls

Ensure IT projects comply with PMI, CA-PMF (SIMM 17), PAL/PDL (SIMM 19), and CDPH governance standards. Lead PAL lifecycle development and coach teams on full, alternative, or abbreviated CDT-approved pathways. Oversee project expenditures aligned with CDPH mission and program needs. Train project managers in governance, SDLC, Agile, risk/issue management, forecasting, and reporting. Manage schedules, scope, and budgets across multiple projects. Monitor legislative bill analyses, BCP alignment, and control-agency reporting. Promote continuous improvement and standardized practices that strengthen project management maturity. Establish that this oversight is strategic and governance-focused, not technical system management.

15% Enterprise Portfolio Analysis, Health Measurement, Risk Insights & Executive Reporting

Define, collect, and maintain enterprise IT Project Portfolio health, performance, and maturity metrics. Build dashboards, analytics, and visualizations for executives, governance boards, oversight agencies, and stakeholders. Conduct capacity assessments, demand analyses, dependency mapping, and bottleneck identification. Evaluate investment prioritization, balancing, and enterprise tradeoffs across CDPH programs. Identify systemic risk patterns and establish thresholds, mitigation strategies, and escalation paths. Own and advance the PMO toolset roadmap, including AI-enabled and automated capabilities supporting forecasting, reporting, intake, planning, and decision-making. Establish exclusive authority for interpreting and communicating portfolio health with technical production handled by the ITS III role.

10% PAL/PDL Governance, Cross-Agency Integration & Strategic Alignment

Oversee PAL/PDL governance performance and ensure smooth lifecycle progression across the IT Project Portfolio. Lead PAL/PDL forecasting, throughput analysis, cycle-time analytics, and approval monitoring. Implement process improvements; coach teams on CDT governance requirements and best practices. Coordinate PAL/PDL dependencies across projects and platform initiatives; escalate enterprise-level risks as needed. Maintain strategic partnerships with California Health and Human Services Agency (CHHSA) and CDT beyond core PAL/PDL compliance. Lead documentation, briefings, and preparation for governance engagements,

investment reviews, and statewide portfolio activities. Establish that this role is the primary agency liaison to state control agencies for portfolio governance matters.

Marginal Functions (including percentage of time)

5% Perform other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: J.A.

Date: Oct 26