Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Techniology Manager I	Financial Management Section Manager
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-343-1405-001
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Financial & Strategy Management Office/Financial Management Section	*Click here to enter text.*
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance Division	IT Manager II
BRANCH:	REVISION DATE:
Information Technology Branch	9/25/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Click here to enter text.

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 the general direction of the Chief of the Financial & Strategy Management Office, the Information Technology (IT) Manager I serves in Business Technology Domain as the Manager over the Financial Management Section. This Section is comprised of the Legislative, Audit and Policy Group (LAPG), IT Procurement Group (ITPG) and Cost Management Group (CMG). The incumbent plans long range activities for the Section, including succession planning.

As a member of the Information Technology Branch (ITB) Management Team, the incumbent collaborates with managers and staff on Branch initiatives, policy and standards development, educational activities, and may serve as a project manager and/or lead for these efforts. The

incumbent may also represent ITB's interests by participating on Department task forces and workgroups.

The Incumbent works collaboratively with the Technology Governance Division (TGD) management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

The incumbent will also maintain an active staff development program to provide employees with the opportunity for growth and to ensure trained staff are available for projects.

As a member of the TGD Senior Management team, the incumbent partners within IT Branch, business areas and with other departments to ensure Division and Section goals and objectives are met. The incumbent also maintains effective working relationships with external control agencies.

Percentage of Duties	Essential Functions
20%	Oversees the development, management, and governance of ITPG functions, including enterprise IT procurement, IT budgeting, fiscal strategy, legislation review, and policy implementation. Directs IT contract and procurement services, IT interagency agreements, and ensures all actions comply with EDD, State, and Federal procurement laws. Leads unit planning, budgeting, policy compliance, and the execution of complex IT contracts. Leads ITPG staff by setting and implementing short and long term goals, objectives, policies, and procedures. Serves as a subject matter expert for highly complex IT contracts and solicitations, ensuring accuracy, statutory compliance, and alignment with planning, budgeting, and procurement timelines.
20%	Advises executives on IT-related laws, rules, and policies to support sound decision-making and compliance. Manages the full IT contract lifecycle, including procurement vehicle selection, risk mitigation, project scheduling, and review of fiscal and policy requests such as Budget Change Proposals. Monitors legislative and regulatory changes affecting IT and recommends necessary adjustments. Advises on legislative and regulatory changes that affect IT goods and services procurement. Collaborates with internal leadership and statewide partners to implement the Department's IT Acquisition Plan and ensure procurement activities align with Branch needs and statewide policies. Works closely with oversight and control agencies to maintain compliance with IT procurement standards, foster effective partnerships, and support the delivery of quality IT services. Maintains strong communication, anticipates staffing needs, and prioritizes assignments to meet project deadlines and organizational commitments.
20%	Leads CMG in developing and maintaining ITB's annual budget, monitoring expenditures, and producing multi-year capital cost projections. Guides program and project staff in preparing accurate cost estimates, validating licensing needs, and

	ensuring the fiscal soundness of IT business proposals. When proposals advance through EDD's annual planning cycle, assembles complete project business packages for executive leadership. Prepares consolidated fiscal reports that inform strategic, operational, and financial decisions and support long-term IT investment planning. When IT project proposals are approved through EDD's annual planning cycle, the ITM I prepares and consolidates fiscal reports that inform strategic, operational, and financial decisions, ensuring leadership has clear, comprehensive information to manage IT investments and long-term cost commitments.
10%	Provides leadership, coaching, and oversight to LAPG, ITPG, and CMG managers and staff to ensure high-quality services aligned with departmental and statewide IT strategic goals. Reviews section goals, staffing plans, and budgets; determines external support needs; and selects appropriate procurement methods. Oversees vendor-contract management and ensures compliance with statewide IT procurement policies.
15%	Supports managers in establishing procedures, partnerships, and service standards for other ITB branches. Maintains strong communication with management, staff, and customers. Ensures resource needs are met and projects are completed on schedule and within budget. Leads sensitive projects, resolves issues proactively, and collaborates with teams to develop strategies that meet Branch and Department objectives. Works with teams by soliciting input to determine effective strategies for accomplishing Branch and Department objectives and provides status information to the IT Executive Team and Division Chief Team.
10%	Develops staff and implements Branch and Department 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. Demonstrates knowledge on laws, rules, regulations, and polices 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. As a member of the TGD Senior Management team, the incumbent partners within IT Branch, the business areas and with other departments to ensure Section goals and objectives are met. The incumbent may direct and coordinate with vendors for contracted services. The incumbent also maintains effective working relationships with external control agencies which may include but are not limited to the Department of General Services, Department of Finance, California Department of Technology, Legislative Analyst's Office, California State Auditor, and the Labor and Workforce Development Agency.
Percentage of Duties	**Marginal Functions**
5%	Performs other duties, as assigned.

Civil Service Classification	**Position Number**
Information Techniology Manager I	280-343-1405-001

4. WORK ENVIRONMENT *(Choose all that apply)*	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: *Click here to enter text.*	

Type of Environment:

☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter

☐ Required to assist customers on the phone ☐ Required to assist customers in person

☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Directly- 3 IT Supervisor II

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:

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:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

	CPG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.	FNB	10/26/2026
☐ Exceptional allocation, STD-625 on file.		

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:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file