Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Information Technology	Information Technology Manager I	549-073-1405-008
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
IT Projects & Procurement Section	IT Procurement, Project, and Budget Manager	M01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
IT Procurement, Project, and Budget Services	Sacramento - Headquarters	
STATE HOUSING (Check if applicable)		**IMMEDIATE SUPERVISOR**
☐ State Housing may be required.		Information Technology Manager II

POSITION DESCRIPTION

Under the general direction of the Information Technology Manager II, the Information Technology Manager I (ITM I) manages all Information Technology (IT) procurement activities, ensuring all goods and services procurements are completed in a timely manner. The ITM I manages project management staff activities for internal and external IT projects through departmental policy management, initiation, planning, execution, monitoring, controlling, and closure. The ITM I works closely with oversight agencies and oversees communication and documentation to ensure procurements and projects are completed in a timely manner, remain within ITD scope, and are within budget. The ITM I manages the ITD budget, including tracking budget allocations and expenditures and identifying process improvements. The ITM I serves as a subject matter expert in State IT goods and services procurement and State budgeting.

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.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**IT Procurement Management** The ITM I has management responsibility for the Information Technology Services Division (ITSD) administrative functions related to departmental policy development, procurements, and overseeing a team performing the most complex procurements for IT goods and services. Through direct reports and a subordinate IT Supervisor I, the ITM I is responsible for: • Establishing and maintaining priorities, effectively develop and utilize resources, and identify and ensure the establishment of appropriate administrative procedures. • Ensuring contract management best practices, processes, and procedures are consistently applied in conjunction with the principles of purchasing, contract management, regulations, and procedures as prescribed in the California State Information Management Manual (SIMM). • Demonstrating strong analytical and communication skills, managerial abilities, and knowledge of the State Contracting Manual policies and guidelines necessary for procurement processing activities. • Developing, implementing, and ongoing maintenance of mission-critical processes and applications related to IT procurement, including centralizing statewide IT procurements, the Contractor Timesheet Application (CTA) and IT Procurement Intake (ITPI) portal. • Leading the team through complex negotiations with vendors and communications with procurement control agencies, including the Department of General Services (DGS) and California Department of Technology (CDT). • Developing various reports and presentations for Executive Management and control agencies.

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	• Guiding the team in using Fi$Cal and other systems related to the processing of procurements, contracts, and invoicing. • Overseeing the IT Division use of CalCards ensuring purchases meet state guidelines. • Ensuring appropriate invoice controls, including prompt payments to vendors under the requirements in the Government Code. • Overseeing staff performing procurement functions related to goods receipt and asset management, including warehouse duties such as receiving property, tagging, storing, and shipping equipment.
25%	**IT Project Management** The ITM I provides guidance and direction to the project team in project initiating, planning, executing, monitoring, controlling, and closure activities and assists in resolving problems at all phases. The ITM I is responsible for oversight of the most complex IT projects assigned to various classifications of staff. The ITM I also: • Provides guidance on the most complex procurement and budget issues in relation to DPR's internal and reportable IT projects. • Oversee interdepartmental procurement analysis and execution for DPR to receive project approvals from Agency, DOF, and CDT. • Plans, organizes, prioritizes, and manages the most complex workloads related to project management by assigning projects, establishing due dates, and monitoring progress of the projects. • Develops and evaluates alternatives, makes decisions, and takes appropriate action. • Oversee the IT project portfolio, including appropriate reporting.
20%	**IT Administrative and Budget Management** The ITM I is responsible for the ITD annual budget, including tracking allotments, spending, drafting concepts and change proposals, timely submission of the CDT annual IT Cost Report, and identifying budget improvements and savings. The ITM I also: • Works collaboratively with the DPR Accounting and Budget offices on the budget to identify improvements and discrepancies. • Plans, organizes, and directs the work of multidisciplinary professional and administrative staff. • Provides oversight, guidance, and day-to-day management ensuring the establishment of priorities and work plans for the most complex tasks involving mission-critical procurements, projects and assignments which support the administrative needs of ITSD. • The ITM I is responsible for staff recruitment and retention, performance management, probationary and annual performance reports, and other management duties.
10%	Make presentations to various levels of management. Identify and document process improvements. Review and approve updates to Departmental Notices, Administrative Manuals, and Operational Manuals. Analyze complex administrative problems, policies, and procedures, and recommend effective courses of action.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
TELEWORK DESIGNATION:	

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This position is designated as telework eligible office centered.
SPECIAL REQUIREMENTS:
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE