STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

706-1406-002

Division: Information Systems Division	**Classification Title**: 1406 Information Technology Manager II
Branch: Governance & Project Management Branch	**Working Title**: Section Chief
Unit: Governance & Project Management Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 706-1406-002	**CBID/Bargaining Unit**: M01
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: E	**Date Approved**: 01/07/2022

Direction Statement and General Description of Duties: Under the administrative direction of the Assistant Deputy Director of the Enterprise Applications Branch (EAB), the Information Technology Manager (ITM) II, is responsible for the Quality Assurance & Project Services Section (QAPSS), including the Product Quality Assurance Group, IT Governance Group and the Applications Release Management Group. The ITM II will be responsible for concurrently providing assistance on multiple, high-visibility projects requiring the mastery of technical and information technology (IT) project management concepts, principles, practices. The ITM II performs duties related to the IT Project Management and Business Technology Management domains including Integration Management, Contract Administration, and IT Strategic Planning. However, work may be assigned in the other domains as needed.

Percentage and Essential/Marginal Functions:	
35%	**(E)** Provides high-level administrative oversight for highly visible and critical projects executed from within the section. Responsible for project procurement, contract management, budgeting, reporting and personnel management. Provides strategic direction in planning, coordinating, and controlling the activities of the project teams. Regulates project adherence to State IT policies and guidelines, follows DMV's project management plans, and incorporates project management standards, methodologies, and industry best practices. Formulates, analyzes, and makes recommendations on the impact of legislation and plan for its implementation. Provides regular status and reports and briefings to the Deputy Director.
25%	**(E)** Ensures section activities adhere to departmental and State regulations, policies and procedures. Testifies before committees, control agencies, review boards, and/or the legislature. Develops and maintains appropriate fiscal controls and provides recommendations concerning funding and personnel requirements. Oversees and administers contract services from Department of Technology Services to ensure services are delivered in compliance with contract specifications based on departmental needs, and negotiates contract modification as needed. Acts as vendor manager for all consulting contracts in support of the project and departmental objectives. Directs, identifies, quantifies, and mitigates procurement and vendor risks and issues.
20%	**(E)** Communicates with multiple management levels (executive, administrative, etc.) within the division, department, contractor and vendor representatives, State control agency administrators, and the State, Federal, and local government entities. Monitors program goals and project milestones by facilitating effective communication and feedback among subordinate groups and ensures proper, timely, and accurate distribution of information and/or materials.
10%	**(E)** Facilitates IT strategic planning sessions and workshops. Develops policies and strategic plans to ensure the long-term demands of the department for a trained and fully staffed workforce, by implementing change management techniques, updating recruitment efforts, and succession planning. Directs the formulation and interpretation of policies, plans and procedures for the identifying, evaluating, and implementing of major

	information technology projects to support the department programs and operations.
10%	**(M)** Advises and provides recommendations to department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Provides guidance and direction on human resource management and personnel development including hiring, training, and progressive discipline.

Supervision Received: The ITM II reports directly to and operates under the administrative direction of the Assistant Deputy Director of EAB, managing the operations of the section, including Product Quality Assurance Group, IT Governance Group, Applications Release Management Group and the Special Projects Unit.

Supervision Exercised and Staff Numbers: The ITM II is the Section Manager over a multi-functional, highly complex organization comprised of 77 positions. This position directly supervises four ITM Is who are responsible for managing product quality assurance, IT governance and Applications Release. The ITM II will provide general direction to each of these direct reports and indirect oversight to their subordinates.

Physical Requirements: Works indoors in an office setting, in a private office with a desk. Will be accessing a computer, sitting for periods of time, and attending meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV.

Special Requirements: Demonstrated leadership experience in project management, procurement, contract management, budget and reporting, human resources, and customer relations. Strong written and verbal communication skills. Demonstrated experience managing a large, multidisciplinary organization. Familiarity with or experience in Agile methodology for software development.

Personnel with responsibilities that include Operations functions, such as patching systems for security or performance, will comply with all policies, procedures, and standards for operational effectiveness. Adhere to departmental standards for data back-up, recovery, integrity, control, and management.

Personal Contacts: The ITM II works collaboratively with the other section chief (ITM II) in EAB to fulfill the mission of the Branch. The incumbent communicates and negotiates with other Assistant Deputy Directors within the department to prioritize resources for production operations and development efforts. The ITM II communicates regularly with the Assistant Deputy Director of EAB and the CIO. The

ITM II communicates with DMV's Executive Office on project status and production matters. The ITM II communicates with managers from DMV's Human Resources, Accounting and Budget Offices. The incumbent interacts with other governmental agencies including Department of Technology, Department of Finance, Legislative Analyst's Office, and potentially the Legislature, if necessary, when reporting on project status or budget requests.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE