CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – INFORMATION TECHNOLOGY

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
ENTERPRISE INFORMATION SERVICES	065-622-1406-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	INFORMATION TECHNOLOGY MANAGER II			
	WORKING TITLE			
Office of the Chief Information Officer- Information Technology Goods and Services Procurement	Chief			
	TIME BASE / TENURE	CBID	WWG	COI
	FULL-TIME/PERM	M01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Birkmont Drive, Rancho Cordova			11/1/2026	

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology (IT) services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation and support.

GENERAL STATEMENT

Under the administrative direction of the Director, Enterprise Information Services (EIS), California Department of Corrections and Rehabilitation (CDCR), and with delegated authority for broad administrative and policy direction, the Information Technology Manager II (ITM II) will serve as the Chief of the Office of the Chief Information Officer (OCIO) which includes EIS Administration, Policy/Planning, Project Portfolio Management, and IT Acquisitions.

The ITM II will serve as an executive level manager within the EIS organization and CDCR. This position has full management responsibility for planning, organizing, staffing, directing, and controlling OCIO, which serves as the policy, oversight, and support body for all CDCR Information Technology (IT) Goods and Services Procurement and Contracts, IT Financials, IT Portfolio Management, Human Resources, Workforce Development, Training, Administrative Services, and Facilities.

INFORMATION TECHNOLOGY DOMAINS – PLACE AN "X" ON ALL APPLICABLE DOMAINS					
X	Business Technology Management		Client Services		Information Security Engineering
X	Information Technology Project Management		Software Engineering		System Engineering

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
30%	**Financial Management, IT Project Portfolio Management for EIS and Enterprise IT Projects, and Legislation/Policy Coordination** • Provide executive management with advice, recommendations, and updates on the financial implications of business activities. • Provide leadership for short and long-term strategic financial objectives. • Participate in establishing meaningful financial strategies for CDCR and EIS. • Ensure overall EIS program and IT project financial credibility by providing timely and accurate analysis of budgets, financial trends, and projections. • Lead and participate in the most complex fiscal activities including meetings with supervisors, managers, and executives. • Review and approve all IT related project proposal and funding request documents to ensure compliance with California Department of Technology (CDT) and Department of Finance (DOF) standards that may result in Budget Change Proposal (BCP) documents. • Oversee and administer a large diverse IT project portfolio through subordinate portfolio managers, de-centralized IT project managers and EIS leadership. • Liaison with CDT for Project Approval Lifecyle (PAL) activities and compliance. • Maintain regular communication with CDT regarding the health and progress of all reportable IT project proposals and approved IT projects. • Ensure all CDCR projects comply with the Department's and/or control agency requirements. • Oversee the recommendation, implementation, and training on automated tools intended to assist with the Department's management of IT project activities. • Develop standards and policies supporting the maintenance and use of centralized project management libraries and dashboards to provide a shared knowledge and data resources for all IT projects. • Establish standard methodologies for Project, Portfolio, Resource and Workload Management and mentor departmental staff in using them. • Establish a project management curriculum and identify training needs that are consistent with CDCR strategies and control agency criteria. • Review and approve all project reports and deliverables to ensure they comply with control agency standards/requirements. • Track, update and maintain the Department's agreed upon software and hardware standards, update in software tool and provide report as necessary. • Seek and receive, track and coordinate response for state Legislation, CDCR policy, and IT policy reviews.

30%	**IT Goods and Services Acquisitions and Contracts** • Provide overall leadership and direction for all CDCR IT acquisitions and contracts. • Guide and lead all activities including all IT purchase and contracting requests, solicitation documents, execution of all IT contracts and procurements, and compliance with state contracting terms and conditions. • Provide executive management with advice, recommendations, and updates on the IT acquisitions and contracts. • Provide guidance for the administration and management of all IT contracts in coordination with EIS leadership including review and adherence to contract requirements and budgets. • Oversee contract negotiation and coordinate with EIS leadership, CDCR's Legal Office, Business Services office, and proposed/selected vendors. • Oversee coordination of liaison activities with the State's control agencies for interpretation and implementation of California procurement law. • Oversee the communication and implementation of IT procurement policies throughout the Department. • Track and manage the lifecycle of EIS contractors including onboarding, compliance to applicable training and offboarding.
30%	**Administrative Services for EIS** • Guide and lead overall resource management related activities including human resources, workforce development, employee training, and organizational and space planning. • Oversee the EIS Human Resources program including organization of positions, recruitment and hiring, onboarding and offboarding, maintaining labor law policy adherence and coordination with Human Resources headquarters for problem resolution relating to position details, compensation, and benefits. • Guide and lead the EIS workforce development for annual and probationary performance reviews and succession planning. • Oversee the EIS staff training program and ensure learning development initiatives and goals are met. • Lead organizational and space planning for EIS occupied spaces, key management, furniture survey, and ensure adherence to workplace safety rules and regulations. • Employe relations guidance and support to EIS management including conducting business related to healthy managerial relations and disciplinary actions when needed. • Oversee administrative support for the division including clerical tasks, guest reception, supply ordering and monitoring, and mail services.
10%	**Direct OCIO Staff and Workload** • Plan, organize and direct OCIO workload, including goals and objectives, and develop programs to achieve those objectives. • Define and manage annual OCIO and general EIS budgetary needs and expenditures. • Identify and delegate work to be performed and communicate the relative priorities to subordinate managers and supervisors. • Define responsibilities, assign authority, and create staff accountability. • Evaluate staff performance and coach in the areas that require improvement. • Establish and maintain strong relationships with EIS leadership and CDCR executives. • Create and maintain a working environment that encourages mutual cooperation between all business partners, OCIO, EIS staff, EIS business partners, and control agencies.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- The consequence of error at the Manager II level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities, and budget implications.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE