



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 626 - 1406 - 003
DIVISION/UNIT Enterprise IT Governance	CLASS TITLE Information Technology Manager II
INCUMBENT NAME Vacant	WORKING TITLE Director, Enterprise IT Governance

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the administrative direction of the Chief Technology Officer (CTO) of the Technology Services Branch, the Director of Enterprise IT Governance is responsible for managing, overseeing and leading the Enterprise IT Governance division which provides support to various IT units/services such as architecture, application development, infrastructure, operations, customer service, project management, etc.

% 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.
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35%	<p>ESSENTIAL FUNCTIONS</p> <p>Plan, organize and direct the activities of the Enterprise IT Governance, which is comprised of the following program areas: Vendor & Contract Management, Customer Management, Risk Management, Communication, Asset Management, Enterprise Architecture and Special Engagements. These programs have functional responsibility for IT governance policies and standards, customer relationships, communication, IT asset management, operational budget estimation and forecasting, vendor and contract management and risk management. Organize, direct, mentor and train the Enterprise IT Governance management team who develop and support IT across the entire TS branch. Formulate and implement policies for these program areas.</p>
25%	<p>Responsible for participating as an active member of the Senior Management Team to ensure that the CalSTRS IT governance aligns with the CalSTRS business strategies and goals, including subcommittee representation involving departmental strategic planning and review, validation and corrective action resulting from program and departmental audit review efforts. Responsible for aligning division activities and operational budgets to the branch’s strategies, roadmaps, and ongoing initiatives, as well as defined IT governance policies, standards, practices, etc.</p>
15%	<p>Responsible for advising the Program Managers, Senior Management Team, Executive Staff, and other business staff on governance policies, standards and practices impacting CalSTRS IT. Collaborates with California Public Employees Retirement System (the administrator of the nation’s largest pension system), nationwide public pension organizations such as the Public Retirement Information Systems Management, National Council of Retired Teachers and statewide entities such as Executive Institute, Gartner, Forrester, Information Technology Managers Academy and CIO conferences to discuss the information technology governance that supports pension systems.</p>
10%	<p>Directs the negotiation of Service Level Agreements (SLA) with line of business (LOB) directors. Ensures performance meets or exceeds SLA. Works in collaboration with other EIT Directors and managers to resolve any customer problems and/or complaints. Ensures implementation of appropriate security and internal control policies and practices.</p>
10%	<p>Participates in the development of policy, practices, methodologies, standards and guidelines related to the governance of information technology at CalSTRS. Provides advice and consultation to executive management.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Represents Technology Services Operations at board meetings of the Teachers’ Retirement Board.</p>

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication

- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Change Leadership
- Decision Making
- Fostering Diversity
- Global Perspective
- Interpersonal Skills for Relationship Building
- Organizational Awareness
- Professional Confidence
- Results Orientation
- Risk Management
- Strategic Thinking and Implementation

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing, bending, sitting.
- Work in a high-rise building, in an open space environment.
- Ability to use a computer keyboard and read from computer screens several hours a day.
- Talk on the telephone for extended periods using a headset.
- In-state travel required up to 25% with occasional overnight travel
- Work hours may be various, such as shift work, weekends, evenings and holidays.
- Ability to move up to 25 pounds.
- Ability to move tables and chairs for multiple conference room configurations.

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED