



**DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT**

704-7500-003

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Infrastructure Branch	
3. REPORTING UNIT NAME Infrastructure Branch		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE CEA B		6. WORKING TITLE Chief, Infrastructure Branch	
7. POSITION NUMBER 704-7500-003		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT M01	10. WORK WEEK GROUP E	11. TENURE CEA	12. TIME BASE Full Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? Yes No
 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.

14. CPC ANALYST APPROVAL **V. Patel** **15. DATE APPROVED** **11/9/2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Deputy Director/Chief Information Officer (CIO) of the Information Systems Division, the Assistant Deputy Director, Infrastructure Branch, is responsible for developing and implementing departmental strategies related to the DMV's current and future infrastructure statewide operations including establishing policies and standards related to hardware, software, telecommunications, service delivery, and data networks. The Infrastructure Branch Chief serves as the department's Chief Technology Officer (CTO) and provides executive leadership for the division and guidance on Information Technology (IT) projects.

17. ESSENTIAL/MARGINAL FUNCTIONS

**Relative % of time required
(in descending order)**

- 35% (E) Directly or through subordinate managers, manage the ISD's Infrastructure Branch in the executive of the Department of Motor Vehicles' (DMV) information system operational initiatives and IT Strategic Plan, which includes mission critical production processing and highly technical and complex products critical to the ongoing operational effectiveness of the department.
 - Plan, direct, coordinate, and manage the activities of a large technical and professional staff, including the administration, performance monitoring and tuning, and operations of staff resources provided by DMV's managed service providers. Provide leadership, mentorship, and guidance; make decisions related to personnel hiring, training, and employee performance; and ensure continuous staff development. Oversee the development and planning for the skills to support emerging technologies and the growth of managed services in the department's portfolio. Participate in and advise DMV executive and business management in the development and recommendation of statewide policies that affect the DMV test and production environments.
 - Collaborate with ISD staff and business management in developing strategic and tactical plans surrounding DMV's information systems, with consideration for the convergence of legacy systems and modernized technologies. Act in a consultative role to DMV executive management in recommending and educating the department on the Systems Development Life Cycle (SDLC), business and systems analysis, requirements gathering, documentation, technology, and best practices. Oversee research and evaluation of current IT trends and practices to ascertain the feasibility of using such technology and practices in the DMV IT environment. Plan for and initiate transition efforts for the next generation of technology and tools that supports DMV's modernization efforts and goals. Ensure compliance with all hardware and software inventory and life cycle management of these assets.



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25%

(E) Work closely with the ISD Deputy Director/CIO to formulate IT policies, ensuring the DMV's IT policies and strategies are properly implemented and integrated to achieve improved business performance and increased overall efficiency of DMV systems and operations. Make recommendations on departmental initiatives, policies and standards to the ISD Deputy Director/CIO in support of department goals and objectives. Work closely with the Chief Information Security Officer (CISO) to ensure departmental standards and architecture follow industry standards to protect the departments information assets.

20%

(E) Provide project governance and oversight for the implementation of departmental mission-critical IT renovation projects. Participates as a team member of the department's IT Steering committee and serves as an advisor to executive staff and senior business managers related to IT initiatives and issues.

10%

(E) Represents the department before control agencies and legislative bodies in defense of proposed projects and planned activities as an IT subject matter expert. Participates in and oversees the preparation of the division's budgeting process and activities including making recommendations for budgeting estimates, the procurement of services, training and/or necessary equipment. Provides general direction and management of state and contracted resources related to infrastructure support and operations.

5%

(M) Collaborate with the department's Information Security Services Branch to ensure the security of computer data and systems. Ensures physical and logical security of all IT assets which include, but not limited to, data centers, distribution frame closets (MDF and IDF), private and public clouds, and other computing facilities containing DMV IT equipment and DMV data.

5%

(M) Performs other job-related duties as required.

Security

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



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18. SUPERVISION RECEIVED

The Branch Chief works under general direction of the Information Systems Division's Deputy Director/Chief Information Officer (CEA C)

19. SUPERVISION EXERCISED AND STAFF NUMBERS

The Infrastructure Branch Chief manages through subordinate managers, including two (2) Information Technology Manager (ITM) II's and ten (10) ITM I's and multiple supervisors. The branch has approximately 180 professional staff.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. Some travel may be needed and is expected to perform functions and duties under the guidance of the Department of Motor Vehicles core values. The incumbent provides back-up, as necessary to ensure continuity of departmental activities.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

The incumbent must use tact and well developed interpersonal skills to develop constructive, working relationships with others, e.g., stakeholders, customers, management, peers, etc. to successfully facilitate communication to improve the work environment and increase productivity. Live scan and background check is required.

22. PERSONAL CONTACTS

The incumbent will communicate regularly with the Deputy Director/Chief Information Officer and the DMV executive office on project status. Communicates regularly with subordinate managers and occasionally directly with the managers subordinate staff. Interacts with the Directorate, departmental staff, governmental agencies, other state agencies, law enforcement, vendor and stakeholders, either in person, by phone and or e-mail, and in by virtual channels. Interactions may involve general, confidential, sensitive and/or technical information regarding DMV operations.