

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

<b>PART A</b>	
<b>Position No: 830-104-1405-001</b>	<b>Date:</b>
<b>Class: Information Technology Manager I</b>	<b>Name:</b>
<p>Under general direction of the Chief Project Officer (CPO), this position serves as Chief of the Information Technology Acquisitions &amp; Projects (ITAP) Section. This position is responsible for the Information Technology Procurement &amp; Administration (ITPA) Unit, the Project Management Office (PMO) Unit, the California Department of Veterans Affairs (CalVet) Health Informatics Program (CHIP), and the Enterprise Architect (EA) Program within the Information Services Division (ISD).</p> <p>The primary duties of this position are focused in the Business Technology Management, Client Services, IT Project Management, and System Engineering domains; however, duties may be assigned in the other domains as needed.</p>	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
25%	<p>Provide leadership, supervision, mentoring, and guidance for the section. Develop and implement plans for meeting goals and objectives in accordance with the agency's mission, vision, and strategic plan as well as the Statewide Technology Strategic Plan. Establish performance expectations, complete probationary reports, complete annual individual development plans, complete training plans, monitor job performance, and develop/update duty statements. Mentor and coach staff to ensure compliance with the agency's policies, standard operating procedures, and protocols. Foster methods and encourage team building, facilitate cross training, promote continuous improvement, provide training, and provide continuous feedback to staff.</p>
20%	<p>Perform administrative activities, which include managing the ISD budget and ensuring compliance with AIO and State reporting requirements. Manage the ISD Budget; provide budget reports to ISD managers and supervisors; and develop budget change concepts and budget change proposals. Ensure compliance with state reporting requirements, ensure reports are completed and delivered timely.</p>
15%	<p>Provide oversight and manage the activities of the ITPA Unit. Monitor work assignments; provide expert level procurement, contracting, and technical guidance to staff to ensure assignments are completed timely. Provide direction to staff; establish policies, procedures, and standards for the IT Procurement and Contracts Unit. Review, approve, and monitor IT Purchase Requests, purchase orders, and contracts. Prepare procurement documents and reports; participate in bid evaluations; vendor interviews; and bidder conferences. Serve as Contract Manager for most complex efforts.</p>
15%	<p>Provide oversight and manage the activities of the PMO. Monitor work assignments; provide expert-level project management and technical guidance to staff to ensure timely completion of assignments. Provide direction to staff; establish policies, procedures, and standards for the PMO Office. Plan and track IT projects for successful implementation.</p>
10%	<p>Provide oversight and manage the activities of the CalVet Health Informatics Program. Monitor work assignments; provide guidance to staff to ensure timely completion of assignments. Provide direction to staff; establish policies, procedures, and standards for CalVet Health Informatics Program. Review Business Process Re-engineering (BPR) related documentation.</p>
10%	<p>Provide oversight and manage the activities of the Enterprise Architect. Monitor work assignments; provide technical guidance to staff to ensure timely completion of assignments. Provide direction to staff; establish policies, procedures, and standards for Enterprise Architect. Review and approve enterprise hardware and software standards.</p>

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
<b>HEARING:</b> Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
<b>SPEAKING:</b> Communicate with department staff and the public in person and via telephone; interact in meetings.					X
<b>WALKING:</b> Within the agency to various units.		X			
<b>SITTING:</b> Work station; meetings; training.					X
<b>STANDING:</b> Monitor equipment function, assess equipment and structure status.			X		
<b>BALANCING:</b>		X			
<b>CONCENTRATING:</b> Review technical documents, network data, and electronic communication records.					X
<b>COMPREHENSION:</b> Understand codes and regulations, technical documents, policy and procedures, specifications; employee needs as it relates to ISD; and facilitate the dynamic of team work.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules and processes with minimal guidance.					X
<b>LIFTING UP TO 10 LBS:</b>					X
<b>LIFTING 10-25 LBS:</b>		X			
<b>LIFTING 25-50 LBS:</b>		X			
<b>FINGERING:</b> Push telephone buttons, calculator keys, and computer keyboard.					X
<b>REACHING:</b> Answer telephone; use a mouse; retrieve documents from printer.				X	
<b>CARRYING:</b> Documents.		X			
<b>CLIMBING:</b> Stairs.		X			
<b>BENDING AT WAIST:</b> Use copier; access low file drawers.		X			
<b>KNEELING:</b> Access to low file drawers		X			
<b>PUSHING OR PULLING:</b> Open and close file drawers.		X			
<b>HANDLING:</b> Sort paperwork, distribute mail.		X			
<b>DRIVING:</b> Special events.		X			
<b>OPERATING EQUIPMENT:</b> Computer, telephone, copier, printer, fax machine.					X
<b>WORKING INDOORS:</b> Enclosed office environment.					X
<b>WORKING OUTDOORS:</b> Special events.		X			
<b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_