



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1406-002

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Modernization Project Branch	
3. REPORTING UNIT NAME Assistant Project Director / Modernization Section		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Manager II		6. WORKING TITLE Assistant Project Director	
7. POSITION NUMBER 716-1406-002		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT M01	10. WORK WEEK GROUP E	11. TENURE Permanent	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 APPROVA **T. Cortez-Guardado** 15. DATE APPROVEI **7/25/2022**

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 administrative direction of the Modernization Project Director, CEA B, the incumbent serves as one of two Assistant Project Directors. The Information Technology Manager II (ITM II) is responsible for the Project Management Office, Contract/Vendor Management Group and Product Quality Group. The ITM II will manage and support the department's modernization projects with updated technology broadly supported by the information technology industry, develop strategic plans for modernizing the department's applications and infrastructure with a cloud first approach. The incumbent will lead efforts to replace, renovate and upgrade existing business applications to ensure the continuity of DMV's business operations. The ITM II will formulate and implement new technology services to meet the future needs of DMV. The ITM II will perform duties related to IT Project Management and Business Technology Management including, but not limited to: Integration Management, Contract Administration, and IT Strategic Planning.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 35% **(E)** Provides high-level administrative oversight for highly visible and highly critical modernization projects. Directs and guides the creation of the required technical, administrative and fiscal documents articulating the vision of the department for its modernization projects. Responsible for project procurement, contract management, budgeting and reporting. Provides strategic direction in planning, coordinating, and and controlling the activities of the modernization team. Regulates project adherence to State Information Technology (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



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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.



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18. SUPERVISION RECEIVED

The ITM II works under administrative direction of the Modernization Project Director, Career Executive Assignment (CEA) B, of the ISD. □

19. SUPERVISION EXERCISED AND STAFF NUMBERS

Through subordinate ITM I's the ITM II, manages state staffing, which includes the classifications of ITS III, ITS II, ITS I, and IT Associate. The ITM II directly supervises highly specialized consultants including technical architecture consultants and technical support consultants. The ITM II also manages and oversees the activities performed by vendor information technology professional staff, which includes their managers, senior architects, senior and staff level developers and analysts as well as testers and other technical support professionals.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in an office setting in a cubicle. Will be sitting and accessing a computer for extended periods of time. Will attend meetings on HQ campus and off campus.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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. Adhere to departmental standards for data back-up, recovery, integrity, control, and management.

22. PERSONAL CONTACTS

Will interact with departmental staff at all levels and contract vendors by phone, email, in person, and mail as needed. Interaction may be general, confidential, sensitive, or informative in nature.



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23. 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

24. 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