



- Current
- Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager II	Working Title Section Chief, Data & Engineering
Employee Name	Position Number 799-501-1406-001
Project/Division Name Data & Engineering	Supervisor's Name Elaine Scordakis
Unit Center for Data Insights and Innovation (CDII)	Supervisor's Classification C.E.A
Physical Work Location 1215 O Street, Sacramento, Ca, 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting & Background Check <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Position may require on-call support outside of regular business hours. ITIL 4 Foundation Certification required upon hiring or within 6 months of onboarding.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Information Technology Project Manager <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering </div> </div> <p>Under administrative direction, incumbent serves in an executive management role in setting or influencing organizational information technology policy; formulating long-range information technology programs and objectives; and reviewing implementation and conformance of information technology programs with the Center for Data Insights and Innovation (CDII) and California Health and Human Services Agency (CalHHS) policies and objectives. Incumbent has the responsibility for planning, organizing and directing the work of multiple information technology programs or units, typically through subordinate supervisors, product owners, managers, and IT architects.</p> <p>The Data & Engineering (D&E) Section Chief provides leadership and accountability for CDII's current and future data engineering and data science products and services, supporting Department and Agency stakeholders. The D&E Section Chief is the portfolio manager for the most technically advanced, highly complex business solutions built on top of CDII's Agency Data Hub ecosystem, providing strategic and operational strategic leadership.</p>	
Percentage of Duties	Essential Functions
30%	<p>Establish appropriate goals and objectives to accomplish the CDII mission, including key projects, initiatives, goals and objectives related to advancing the use of CDII and CalHHS data to make business and operational decisions. Manage and assist in the development of CDII analytics & business intelligence strategies, frameworks and standards to ensure proper delivery of information assets, such as data dashboards, data extracts and data governance/analytics, to meet CDII's business needs. Establish and define best practice competencies for project management, technical experts and other contributing staff. Develop and maintain a close liaison with other CDII teams and external clients on technical matters, and provide support to various information technology vendors and organizations. Work with all CDII business areas and various data governance committees to establish priorities and ensure service levels are meeting expectations. Prepare budget estimates and guides the development of preliminary and formal budget requests.</p>

25%	Provide leadership to senior technical staff while directing project staff performing as expert-level consultants. Review project and team member work to ensure alignment with organizational policies, procedures and guidelines, recommending the development of new policies, as needed. Monitor and evaluate staff performance in the various projects. Provide leadership and motivation for staff to sustain high performance. Provide proper recognition for meeting or exceeding expected performance. Work with internal and external stakeholders to establish participation agreements and project priorities. Provide adequate direction to ensure that services are timely and of high quality; monitor service levels and project progress by measuring the effectiveness. Review changes to project plans on an ongoing basis in meeting project milestones and make any changes deemed necessary.
20%	Ensure economical, timely, efficient and effective progression through the planning, development, procurement and deployment phases of all integration projects, typically with varying system lifecycles. Proactively manage project budgetary impact through deployment and long-term maintenance. Establish and reinforce result-based project benchmarks at the operational level and ensure adherence to all controls within a project's scope of work. Direct qualitative and quantitative project assessments of all planned, completed and projected deliverables to ensure conformance to result-based benchmarks. Direct and facilitate analyses of project performance measures, including staff workload allocations/assignment in relation to expected completion dates. Recommend programmatic improvements to deployment strategies for existing projects to minimize future risks. Propose modernization and optimization of current project tools and methodologies to drive continual innovation.
20%	Provide succinct and fact-based project status reports with clear and concise performance measures indicating any deviations from established project controls (e.g. scope of work, budgetary allocations, project benchmarks through each phase). Recruit, hire, develop and retain a competent professional staff that ensures an adequate level of specialized technical expertise to support current and future CDII information technology/data project needs. Ensures that staff receive baseline training in technology, client support, analytical and interpersonal skills. Responsible for obtaining resources, internal and external, to augment resource demands and provide specialized expertise as needed.
5%	Participate as needed in ad-hoc committees and projects. Function as part of the executive leadership team. Perform special assignments as required.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

Direct Supervision Exercised

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	

Supervisor's Name (Print)		
Supervisor's Signature		Date
7. HRD USE ONLY		
Human Resources Division Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE