

## DUTY STATEMENT

Class Title <b>Information Technology Manager I – Project Management and Oversight Section Chief</b>	Position Number <b>802-382-1405-002</b>
COI Classification <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Unit 	
Section <b>Enterprise Project Management Office</b>	
Branch <b>Enterprise Portfolio and Project Management</b>	
Division <b>Information Technology Strategy Services</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Department of Health Care Services (DHCS) is the designated single state agency responsible for administering California’s Medi-Cal Program (Medi-Cal is California’s Medicaid program). Medi-Cal is a public health insurance program which provides needed health care services for low-income individuals including families with children, seniors, persons with disabilities, foster care, pregnant women and low income people with specific diseases such as tuberculosis, breast cancer or HIV/AIDS. Medi-Cal is financed equally by the state and federal government. The Medi-Cal program spans across multiple California Health and Human Services (CHHS) departments and the DHCS defines California’s Medicaid Enterprise System (MES) as the collection of systems and other technical components used by the business processes in the management of the enterprise. MES projects and systems outside of the department include but are not limited to the California Statewide Automated Welfare System (CalSAWS), State Hub, Case Management, Information and Payrolling System (CMIPS) and the California Healthcare Eligibility, Enrollment and Retention System (CalHEERS).

This position directs staff in developing and administering an Information Technology (IT) project management and oversight program for the Department in the domains of Business Technology Management and IT Project Management. This position is responsible for developing and communicating departmental IT policies and procedures for initiating, planning, procuring, executing, and closing IT projects in accordance with State and federal policies and standards established by the Center for Medicaid and Medicare Services, California Health and Human Services Agency, Department of Technology, Department of Finance, and Department of General Services. This position supports the IT project governance committees in the development and implementation of IT governance policies. The incumbent may act in place of the Branch Chief.

**Supervision Received:** General direction from the Enterprise Portfolio and Project Management Branch (EPPMB) Chief (Information Technology Manager II).

**Supervision Exercised:** Directly supervises state professional staff and indirectly supervises contract professional staff in carrying out the functions of the Section.

**Description of Duties:** The Project Management and Oversight Section (PMOS) Chief is responsible for providing Section staffing (e.g., staff recruitment, supervision and development), EPPMB budget development and budget management; providing project oversight (monitoring, project reviews, management reporting) for the Department's reportable and non-reportable IT projects; developing and maintaining DHCS project management guidelines (e.g., project cost thresholds, recommended project artifacts), tools (e.g., risk tracking database, issue log) and templates, IT project approval documents, Work Breakdown Structures, and time sheets for recording state staff time on projects); promoting awareness by use of the Intranet, publishing guidelines and policies in the Department's Health and Administrative Manual (HAM); developing and presenting training programs covering project approval documents and report preparation, project planning and project close out; consulting with Program Managers regarding planning for complex, multi-year projects, including coordination of the inter-connected budget change proposal and IT project approval processes; supporting IT Strategic Planning and Tactical Planning activities for the Department; working with other members of Information Technology Strategy Services Division (ITSSD) and the program areas, developing recommended departmentwide IT Policies and methods for implementation, and presenting these to DHCS Executive Management for approval and assisting in implementing throughout DHCS; procuring consultant resources for EPPMB managed projects, including project management, independent project oversight, independent verification and validation, and application development resources; managing contractor resources engaged in providing independent project oversight and independent verification and validation services to the department's most critical IT projects. This is accomplished through evaluation of contractor work products, consideration of feedback from PMOS staff and project staff, and regular meetings with the contractors regarding the work performed; representing ITSSD on project steering committees for large scale (e.g. statewide impact) IT projects; reviewing all DHCS IT acquisition requests to ensure compliance with Control agency and departmental requirements; reviewing formal project approval documents (e.g., Stage 1 Business Analysis, Special Project Reports, Post Implementation Evaluation Reports) for format, content, and compliance with Control Agency and DHCS requirements; and acting as the primary liaison with the Department of Finance, Department of Technology, and the Department of General Services regarding the Department's IT and non-IT projects.

**Percent of Time    Essential Functions**

**40%                    Supervision and Direction**

Directly supervises and guides the work of state staff and indirectly supervises contract professional staff in carrying out the functions of the Section. The majority of the state staff is at the IT Supervisor II and IT Specialist I/II levels. Functions include: department-wide IT project monitoring, auditing and reporting; control agency interface regarding specific projects and department-wide oversight functions; IT acquisition reviewing, tracking and reporting; department-wide resource for project management practices, policies, procedures and templates. Reviews and provides PMOS organization structure, staffing, and staff development to meet the changing needs of the department.

**35%                    Project Management and Project Oversight**

Directly, and through subordinate staff, establishes written IT project management and IT oversight policies, procedures, standards and guidelines for DHCS IT programs. Once approved, policies are incorporated in the Department's Health Administrative Manual (HAM). Other procedures and guidelines are posted on the EPPMB Intranet for department-wide use. In addition, makes presentations on new IT procedures to various DHCS IT workgroups, such as the Technical Advisory Board. Supervises the coordination, development assistance, review and tracking of IT project approval documentation, Special Project Reports, Budget Change Concepts, Budget Change Proposals and legislative bill analyses. Consults with Program Business Managers regarding appropriate planning to ensure a successful project.

**15%                      Communication and Collaboration**

Communicates directly with Deputy Directors and Executive Staff regarding department-wide IT oversight strategies and policies. Participates in IT Executive Steering Committee meetings. Directs IT strategic planning activities and ensures DHCS compliance with control agency requirements for IT strategic planning and reporting. Serves as the primary liaison to control agencies regarding review of IT Project approval documents, and on interpretation of state policies governing IT.

**Percent of Time      Marginal Functions**

**10%**                      Directs the development, implementation, and maintenance of uniform risk management policies and practices, which are intended to monitor the progress, scope, and costs of IT projects and IT acquisitions and to ensure budgetary constraints are met. Oversees contract development and, through subordinate staff, provides contract management for projects managed within the PMOS.

Employee's signature	Date
Supervisor's signature	Date