

## DUTY STATEMENT

Employee Name:

Classification: Information Technology Manager I	Position Number: 312-400-1405-001
Working Title: Chief Information Officer	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Collective Bargaining Unit: M01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Emergency Medical Services Authority Head Quarters	Branch/Section/Unit: Information Technology

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

### Job Summary

Under the general direction from the Chief Deputy Director, the Information Technology (IT) Manager I performs all functions as the Emergency Medical Services Authority's (EMSA) Chief Information Officer (CIO). The CIO is directly responsible for the strategic planning, IT policy development, information security, goal setting, management, ongoing support, operation, and enhancement of the IT system that supports the business operations of the Department. As the CIO, the incumbent is responsible for directing, planning, organizing, and controlling all activities of the IT unit and ensuring the effective, efficient, and secure operation of all IT assets and activities for EMSA. The CIO implements departmental, California Health and Human Services Agency, and statewide IT and security policies and procedures throughout the Department to ensure EMSA's compliance with security requirements.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

**Essential Functions (including percentage of time)**

- 40% Manages all of the EMSA IT activities by planning, assigning, reviewing, and supervising the workload of subordinate staff in order to direct the following IT functions; enterprise and data architecture, software development and release, and governance. Evaluates IT related functions of subordinate staff by delegating specific roles and responsibilities and identifying workforce training needs in order to develop an efficient and functional IT team and to increase operation and technological efficiency.
- 20% Manages and coordinates all aspects of technological projects for EMSA by collaborating with internal and external stakeholders. Oversees all phases of the application development life cycle, develops, and implements programming activities, and develops metrics to measure the success of technological projects, processes, business process improvements to ensure project resource needs are met and funded properly. Ensures projects are completed within established timeframes, and to accomplish the organization's goals and objectives, in accordance with the State of California project management standards.
- 20% Develops and implements information technology policies and procedures by researching emerging technologies and their applications to business processes for current standards, trends, best practices, and risk management processes in the IT industry. Stays up-to-date on laws, legislation, policies, procedures, and guidelines to ensure the protection of the system's IT assets and integrity are in compliance and due diligence in all tasks to meet the objectives of the Department.
- 15% Leads IT strategic and operational planning by fostering innovations, prioritizing IT initiatives coordinating the evaluation, deployment and management of current and future IT systems across the organization. Formulates goals and priorities, allocating staff and resources, and identifies areas of improvement to apply technological strategies and solutions in order to ensure increased business efficiency and effectiveness and to achieve business goals in compliance with all state and federal privacy laws, policies, and standards.

**Marginal Functions (including percentage of time)**

- 5% Participates in meetings, special projects, and assignments to meet the mission and IT objectives of EMSA.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>		<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By:	Date		