

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 24974	DGS OFFICE or CLIENT AGENCY CCFC - F5CA	
UNIT NAME Information Technology Services Office	REPORTING LOCATION Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) Monday-Friday/8:00AM-5:00PM	POSITION NUMBER 319-001-1405-925	CBID M01
CLASS TITLE Information Technology Manager I	WORKING TITLE Information Technology Manager I	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

Convene, partner in, support, and help lead the movement to create and implement a comprehensive, integrated, and coordinated system for California's children prenatal through 5 and their families. Promote, support, and optimize early childhood development.

**POSITION CONCEPT**

Under the general direction of the Executive Director, in the Information Technology Services Office, the Information Technology Manager I will be independently responsible for formulating First 5 California's (F5CA) information technology (IT) strategy and policy, providing daily supervision and oversight to professional IT staff, as well as developing and managing IT Contractor compliance. The ITM I will also have responsibility for acting as F5CA's operational and hands-on expert on all technological components and security for F5CA's IT network and systems. The ITM I will handle all software, hardware, maintenance renewals and CDT filings.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The 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.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
40%	Performs, directs, and oversees all facets of IT system and network administration operations and tasks present at F5CA by researching industry best practices, possessing extensive hands on experience, and working independently to support the Commission's business objectives. Ability to actively manage and oversee a wide variety of hardware devices and complex configurations and software applications. Oversee software development and propose, oversee, and manage efforts to transform and or upgrade the IT infrastructure which may or may not include overseeing and working with outside contractors.
20%	Serve as project manager, business analyst, and communications lead for all internal and external IT projects pursued by F5CA by providing direction and guidance to staff utilizing the standards established under the Project Management Body of Knowledge (PMBOK), while adhering to state established project guidelines outlined in the State Administrative Manual and State Information Management Memos in order to F5CA in achieving operational or strategic goals to ensure the efficient, secure, and cost effective procurement, implementation, and operation of IT services and products. Establish, nurture, and provide active support to users across California's 58 counties with interaction and usage of multiple F5CA web based applications by conducting on-line trainings, providing email, phone, and video conferencing technical support, and developing user-friendly administrative guides utilizing applicable state sponsored trainings and extensive hands on

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PERCENTAGE	DESCRIPTION
	experience in order to assist internal and external customers.
15%	Direct, lead, and inspire IT and general F5CA staff by establishing sound management and leadership practices utilizing CalHR rules and regulations in order to form a comprehensive and expertly skilled team and to ensure the design, creation, maintenance, and operation of complex IT infrastructure and web-based application portfolio with minimal resources, guidance, and outside assistance that will allow for the uninterrupted operation of business and access to necessary resources for both internal and external partners.
15%	Designs, implements, and oversees all IT functions and operations maintained by F5CA by researching industry best practices, state IT requirements, expert hands on experience, and input from IT staff utilizing the State Administrative Manual and the State Information Management Memos in order to provide an efficient, stable, and secure IT infrastructure, operation of IT systems, applications, and other resources to ensure staff and external partners can effectively do business with F5CA. Prepares annual compliance documentation required by the California Department of Technology
5%	Oversee and manage all software and hardware maintenance and renewal purchases and contracts working with customer service representatives, resellers and the F5CA Contracts and Procurement Unit adhering to all internal and state established rules and guidelines.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Perform other duties as required in alignment with the classification specification related to the operation, maintenance, and support of the entirety of IT operations at F5CA.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position is eligible for telework in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

- Professional office environment working in standard office configuration, executive offices and cubicles.
- Daily use of laptop computers, phone, copiers, and general office equipment, and related software applications and the Internet.
- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- May require 0-5% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED