

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 25411	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Products & Applications Office	REPORTING LOCATION 707 Third Street, 3rd Floor, West Sacramento	
SCHEDULE (DAYS / HOURS) Monday through Friday 8 a.m. to 5 p.m.	POSITION NUMBER 306-072-1405-012	CBID M01
CLASS TITLE Information Technology Manager I	WORKING TITLE Data & Analytics Manager	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

**POSITION CONCEPT**

Under the direction of the IT Manager II, within the Software Engineering, Business Technology Management, and Information Technology Project Management domains, the IT Manager I is responsible for the management and support of the Data & Analytics Services section, overseeing departmental data & analytics services to all Department of General Services (DGS) programs, offices, divisions, and client agencies.

**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
30%	Provides direction, guidance, and leadership to supervisors and subordinate staff, plans and coordinates daily activities, establishes policies, standards, and procedures for Data & Analytics services based on best practices. Manages design, development and maintenance of data & analytics solutions to meet DGS' business goals and objectives and ensures, procedures and processes for IT management are in compliance with DGS policies.
30%	Develops unified vision for Data & Analytics services at DGS, maintains operational direction in support of the vision, by identifying the best solution option using industry knowledge services, academic sources, vendors, state technology forums and work groups, and other state departments in order to best align solutions in support of DGS' diverse business needs. Incorporates best practice approaches including Hybrid-Agile development methodology, user-centric design, data management and data governance.
15%	Establishes and participates in ETS' technology strategic planning by managing the business operations of the section through recommendation, development, implementation, and enforcement of ETS policy, standards, processes, and procedures, and providing oversight and planning for the section's budget and contract management in order to provide support in meeting the department's goals and objectives in accordance with IT best practices and state requirements.
10%	Serves as a stakeholder for Data & Analytics services in order to make decisions and recommendations regarding the technical architecture of the Data & Analytics solutions in

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 Current Proposed

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	collaboration with the other ETS departments and all DGS departments to ensure that the solutions operates efficiently, and meets business needs. Coordinates interdepartmental project activities and resource needs with fellow Section Chiefs and programs.
10%	Review feasibility and technical design documents in order to determine soundness and comprehensiveness of analysis, and pertinence of the platform and solution selected to ensure effective delivery of new solutions for DGS customers. Writes and provides oversight to staff in the development of procurement contracts and inter-agency agreements including all required documents, in order to produce statements of work and vendor evaluation criteria and guidelines, to ensure effective use of resources, in accordance with IT and procurement policies.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Attends all mandated and recommended training and meetings in order to continue growth and learning as well as serve as a member of a multi-disciplinary team to ensure industry standards are met and mandatory training is completed.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position is eligible for telework up to 3 days a week, in accordance with DGS's Telework Policy, and will be required to report to the office a minimum of 2 days a week. The successful candidate must reside in California upon appointment.

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.

*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