

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 25559	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Enterprise Services Section	REPORTING LOCATION 707 Third Street, 3rd Floor	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 am to 5:00 pm	POSITION NUMBER 306-072-1405-002	CBID M01
CLASS TITLE Information Technology Manager I	WORKING TITLE Chief, Enterprise Services	
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 general direction of the Chief of the Products & Applications Office (Information Technology (IT) Manager II) within the Business Technology Management, Information Technology Project Management and Software Engineering domains in the Enterprise Technology Solutions Section, the IT Manager I is responsible for planning, organizing and directing the activities of the Enterprise Services team, which provides enterprise wide services to all Department of General Services (DGS) offices.

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 the Enterprise Services Supervisors and subordinate staff by planning, organizing, and directing the daily activities of the staff in support of the design, development and maintenance of DGS' enterprise service offerings delivered via cloud based, configurable platforms in order to meet DGS' business goals and objectives, to ensure, procedures and processes for IT management are in compliance with DGS policies.
30%	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.
20%	Develops and analyzes performance and capacity reports related to software solutions by utilizing project management, communication and negotiation, in order to optimize efficiency and implement the appropriate IT business solutions, in accordance with executive direction, IT governance processes, and IT policies and procedures, to ensure in compliance with DGS guidelines.
10%	Coordinates interdepartmental project activities and resource needs with fellow Section Chiefs and programs in order to deliver effective new solutions for DGS customers, leveraging cloud based platforms, to ensure project management best practices are in line with DGS strategic goals.

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 Current Proposed

PERCENTAGE	DESCRIPTION
5%	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.
5%	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

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. Professional environment.

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