



## Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Information Technology Services Division		Information Technology Manager II	549-073-1406-001
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Core Services Branch		Chief Technology Officer (CTO)	M01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Core Services Branch		Sacramento – Headquarters	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			CEA (CIO)
POSITION DESCRIPTION			
<p>Under administrative direction of the Chief Information Officer, the Chief Technology Officer (CTO) serves as the point of contact for the technology infrastructure, software development, and Information Technology (IT) service delivery. The CTO defines technology strategies, ensures smooth IT operations, selects, and manages the technology stack, oversees software development lifecycles, manages infrastructure resources, and provides IT support to the Department of Parks &amp; Recreation. The incumbent will also work collaboratively with the California Natural Resource Agency IT Executive Staff. The CTO's role drives innovation, optimizes efficiency, maintains security, and aligns technology initiatives with the organization's goals. In this role, the incumbent must have the ability to work in a fast-paced environment with rapidly changing needs and issues.</p>			
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
40%	<p><b>Branch Manager</b>            The ITM II has full responsibility for the management and direction of staff engaged in software development and utilization, providing IT support to department operations, and supporting the technology infrastructure of the department. Provides guidance, sets performance goals, and fosters a culture of innovation and collaboration. Responsible for hiring and developing top talent, ensuring the team has the necessary skills and resources, and promoting professional growth and development. These Branch Sections include:</p> <ul style="list-style-type: none"> <li>• Directly manage Application, Web and Data Services Section</li> <li>• Directly manage the IT Customer Services Section</li> <li>• Directly manage LEESD Services Section</li> <li>• Directly manage the Infrastructure Services Section</li> </ul> <p>Provides management support of IT Support staff at DPR's headquarters as well as the various Field Offices consisting of Information Technology Specialist I and Associate analysts through the subordinate supervisors.</p>		
35%	<p><b>IT Core Services</b>            The ITM II has full management responsibility for driving the organization's technology strategies which involves aligning technology initiatives with business goals, identifying emerging trends, assessing the impact of new technologies, and making informed decisions on technology investments.</p> <ul style="list-style-type: none"> <li>• Oversee the organization's technology infrastructure and operations; manage computer rooms, networks, servers, storage, and cloud services; ensures the infrastructure is scalable, secure, and reliable, optimizing its performance and efficiency.</li> <li>• Collaborates with technology vendors and partners to assess and select appropriate solutions, negotiate contracts, and manage relationships. This includes evaluating third-party technologies,</li> </ul>		



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	<p>overseeing service level agreements (SLAs), and ensuring that vendors meet agreed-upon standards and deliverables.</p> <ul style="list-style-type: none"> <li>Establish technical architecture guidelines and standards to ensure consistency, interoperability, and scalability across the organization's technology systems.</li> <li>Defines frameworks, tools, and best practices that guide software development and infrastructure design.</li> <li>In collaboration with the CIO ACIO, and CISO, the incumbent reviews and approves new technologies, tools, and platforms to assess their suitability for the organization. New technologies are provided by IT staff who participate or develop feasibility studies, proof of concepts (POCs), and vendor evaluations to determine the potential benefits and risks of adopting new technologies.</li> </ul>
20%	<p><b>IT Planning and Administration</b></p> <ul style="list-style-type: none"> <li>Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the media, and the legislative and executive branches; analyze complex administrative problems, policies, and procedures, and recommend effective courses of actions; and communicate effectively.</li> <li>Involved in budget planning and financial management related to technology investments, infrastructure upgrades, software licensing, and maintenance contracts; works closely with the CIO, and ACIO to ensure cost-effective technology solutions and monitor expenses within the Information Technology Services Division.</li> </ul>
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
5%	<p><b>Professional Competency</b></p> <p>Attend appropriate seminars, conferences, and training to maintain a level of professional competency in the information technology field. Keep up to date by reading technology periodicals and e-mail updates. Perform other related duties that are within the scope of this classification, as required.</p>
<b>TYPICAL WORKING CONDITIONS</b>	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as telework eligible. This position is remote-centered.	
<b>SPECIAL REQUIREMENTS:</b>	
None	
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>	
<b>SUPERVISOR STATEMENT:</b>	
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.	
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>
<b>DATE</b>	
<b>EMPLOYEE STATEMENT:</b>	
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.	



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EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE