

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Information Technology Manager I		WORKING TITLE Chief Cloud Technology Manager		
PROGRAM NAME Office of Information Services		UNIT NAME OIS/PMO Unit		
ASSIGNED SPECIFIC LOCATION 1515 Clay St. Suite 403, Oakland Ca 94612			POSITION NUMBER 400- 176-1405-003	
BARGAINING UNIT M01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under general direction of the Assistant Chief Information Officer of DIR in the Office of Information Services (OIS), the incumbent performs managing, coordination, technical project delivery, reporting and support over the full range of activities involving DIR’s Cloud Migration and adoption project. The ITM I will oversee the Project Management, Governance, Technical Delivery, and Reporting activities.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Provide leadership and be responsible for DIR’ cloud technology direction, focusing on operational outcomes. Focus on the long-term cloud technology vision and communication with the Assistant Chief Information Officer and key stakeholders. Makes policy-level decisions to adopt cloud technologies that meet the business needs and performance requirements of the DIR. Oversees and reviews recommendations for exceptions to existing IT policies and standards to be adaptable to rapidly changing technology landscape. Advise the Assistant Chief Information Officer and team members on the pros and cons of emerging cloud technologies and examine their costs and benefits to the project in terms of Return on Investments (ROI). Collaborates with and works closely with each state and vendor lead as well as state control agencies to ensure that adequate resources are allocated to meet the project’s IT needs.
30%	Ensuring that the IT support needs of the DIR portfolio of IT projects are met efficiently and effectively. Provides cloud technology guidance and support for project related work by working closely with each project lead. Develops policies and implements cloud technologies that will optimize the delivery of IT systems including DIR Data Lake and services for the DIR projects.
30%	Provide governance, operational, and technical oversight for the DIR projects as well as manage and direct the adoption of new technologies, plans, and strategies. Develops operational strategies, governance and adopts appropriate technologies to meet project functional requirements and ensures alignment with control agencies. Represent the DIR on state technology forums to assure the

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	DIR complies with state policy and direction. Develops new policies and procedures as needed in response to changing state technology policy and regulations.
Percentage of Time Spent	Marginal Job Functions
5%	Incumbent performs other duties as required.

Conduct, Attendance, and Performance Expectations

This position requires the IT Manager I to maintain acceptable, consistent, and regular attendance at such level as is determined at the department's sole discretion; Must be regularly available and willing to work the hours the department determines necessary or desirable to meet its business needs. The IT Manager I effectively communicate (orally and in writing) appropriately when dealing with the public and/or other employees of the department; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Supervision Received

The IT Manager I reports directly to and receives most assignments from the Assistant Chief Information Officer (ACIO); however, direction and assignments may also come from the Chief Information Officer (CIO).

Supervision Exercised

The IT Manager I supervise, and manages the Google Cloud Platform Technical team including IT Supervisor II, IT Supervisor I's, IT Specialist II's, IT Specialist I's, IT Associates, IT Technicians, Developers, Architects, etc.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Typical office environment and/or teleworking. Requires some occasional traveling and in some cases overnight traveling to DIR offices within the California State. ITM I will be knowledgeable on various technologies, architectural styles, design patterns, governance, development environments and methodologies.

Special Requirements/Other Information

N/A

Physical Abilities

The position requires the ability to remain in a stationary position for long periods of time, operate a computer for extended periods of time and to move and transport office items in a safe manner. The incumbent must constantly position self to use standard office equipment.

Additional Requirements/Expectations



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Keep up to date with emerging trends and best practices in the technology and communications industries and evaluate their potential impact on the organization's IT strategy and implementation. Possess knowledge of relevant federal and state laws, rules, and regulations, as well as town policies and procedures, related to IT procurement, data privacy, security, and ethics, and ensure compliance with them.

Personal Contacts

Division management, OIS programmers, developers, project management, and ISO.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

DC

C&S Analyst Initials

5/8/24

Approval Date