

<b>Classification Title:</b> INFORMATION TECHNOLOGY MANAGER II	<b>Branch/Division/Bureau:</b> ADMINISTRATION AND LICENSING SERVICES BRANCH / INFORMATION TECHNOLOGY DIVISION / PROJECT COORDINATION/ADMINISTRATIVE SUPPORT BUREAU
<b>Working Title:</b> Chief, Business Technology Management Bureau (BTMB)	<b>Office/Unit/Section/Geographic Location:</b> ///SACRAMENTO (300)
<b>Position Number (13 Digit):</b> 413-106-1406 001	<b>Conflict of Interest Position:</b> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the administrative direction of the Information Technology Division (ITD) Chief, also known as the Chief Information Officer (CIO), the Information Technology Manager (ITM) II will act as the Bureau Chief of the Business Technology Management Bureau (BTMB). The BTMB Bureau Chief will serve as a an excutive level business technology manager and must apply an advanced level of organizational understanding in formulating strategies and policies pertaining to policy development, the information technology (IT) budget processes, IT procurement, IT requirements and business analysis, project planning and control, IT resource management, and resolution of administrative/legislative issues, and coordination with the Office of the State Chief Information Officer (CIO). The incumbent will play a major role in coordinating with the CIO and other executive level management in formulating business strategies and plans relating to the use of technology. The incumbent must justify, defend, negotiate, and settle matters involving significant or controversial issues. Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.) Travel will/may include overnight stay. Overtime will/may be required.

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. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**ESSENTIAL FUNCTIONS\***

20% Responsible for the management of IT resources according to CDI's priorities and needs including IT policy and program development, IT portfolio management, process

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- reengineering, business analysis, research and development, strategic planning, product and delivery strategy. Reviews regular progress reports and makes staffing, financial, or other adjustments to align projects with broader outcome objectives. Manage subordinate managers, supervisors and senior staff. Prepare and manage the ITD and the department-wide IT budgets and routinely report budget expenditures for technology assets and personnel salaries to the CIO, the Department's Information Technology Executive Counsel (ITEC), and the Deputy Commissioner, Administration and Licensing Services Branch. Oversee the management of the IT Delegation Authority for the CDI and ensure compliance with the conditions stipulated in the Department of General Services and the California Department of Technology guidelines for IT procurement. Coordinate with the Office of the State CIO to ensure compliancy of IT Policy letters as set forth by that office. Establish standards, guidelines, policies, processes, and procedures for technology procurements and contract management activities. Develop standards, process, and procedures for policy development. Develop and maintain IT policies. Establish standards, policies, processes, and procedures for Software Management in alignment with the California Department of Technology (CDT), the Department of General Services and Department Finance guidelines. Establish standards, policies, processes, and procedures for Desktop Mobile Computing in alignment with CDT, DGS and FI\$CAL guidelines.
- 20% Oversees the IT procurement and contracts administration, which encompasses a full range of contract development, contract administration, purchasing, and Cal Card management. Develops, recommends, and implements all of CDI's IT contracting, purchasing and policies and procedures. Serves as a technical resource/expert in assigned areas of responsibility. Reviews, approves, and provides recommendations relating to CDI's IT procurement functions to the Chief Information Officer and Deputy Commissioner of the Administration and Licensing Services Branch (ALSB) regarding the implementation of changes relative to DGS, CDT and the Department of Finance (DOF) policies and procedures. Ensures CDI's business operations, policies and procedures are in compliance with DGS' state contracting/purchasing laws, rules, regulations, policies and procedures. Develops and implements a purchasing and contracting process that conforms to State contracting and reporting requirements and the business process requirements of the Financial Information System for California (FI\$Cal). Provide expert level guidance to the development of technology procurement proposals and criteria, assist contract managers with vendor contract compliance, and mitigate proposal/contract disputes.
- 20% Strategically oversees, monitors, and manages projects from an executive level. Establish standards, policies, processes, and procedures for Project Management. Support IT project managers in managing their respective projects. Establish a Project Management curriculum and provide training that is in alignment with the California Department of Technology guidelines. Counsel (mentor) individual project managers on CDI's project management process. Establish standards and policies supporting maintenance of project management libraries. Establish standards, policies, processes, and procedures for the ITD's Resource Tracking System. Coordinate with other executive staff to integrate the business strategies and IT strategies into a single technology plan. Communicate the plan to IT and the business community. Resolve

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- issues, conflicts and inconsistencies on behalf of the CIO. Coordinate with the ITEC executive staff to initiate technology feasibility studies based upon identified business strategic requirements and business drivers.
- 20% Provides outcome focused strategies, simultaneously understanding business context, business challenges, and the complexities of the internal and external environment to frame the scope of the business to IT transformation. Acts as a liaison to business divisions, collaborates with the program areas to identify business critical process improvement opportunities, delineates critical business technical needs, and ensures critical customer needs are addressed timely. Oversee intake and assessment processes for new IT needs, customer relationship management, and technical knowledge management support services. Oversees complex business analysis work. Establishes strategic objectives, determining priorities, managing time, collaborating with others, monitoring progress, problem-solving, and adjusting plans. Provides expert knowledge on state laws, rules, regulations, and policies including the following: Statewide Information Management Manual (SIMM), California Project Management Framework (CA-PMF), and State Contracting Manual (SCM).
- 10% Plans, organizes, directs and provides technical direction and oversight to staff in the IT Procurement and Contracts Administration Section. Provides regular and timely written performance appraisals and development plans. Recruits, hires, trains, and provides leadership to staff and initiates disciplinary actions as necessary. Ensures equal employment opportunity in hiring and employee development and promotions. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Facilitates staff assignments and communicates workload priorities and due dates.

**MARGINAL FUNCTIONS**

- 5% Works with business program and other Administration and Licensing Services Branch (ALSB) staff in the development of policies and procedures for essential services specific to their business and programmatic needs.
- 5% The incumbent is responsible for administrative tasks including, but not limited to: adhering to Department policies, rules and procedures; ensuring compliance with appropriate bargaining unit contracts; processing administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reporting and approving staff time in cdi-HR.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Must be able to work in a high rise building between floors 11-17.
- Ability to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manuals, solicitation documents, etc.
- Eligible for telework in accordance with CDIs Telework policy.

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**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature

Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Printed Name