



Duty Statement

Classification: **Information Technology Manager I**

JC-437811

Position Number: **275-815-1405-014**

HCM#: **2012**

Branch/Section: **Information Technology Services Branch / Technology Business Management Division / Technology Information and Business Advancement / Information Management**

Location: **Sacramento, CA**

Working Title: **Information Management Manager**

Effective Date: **June 7, 2024**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

Telework: **Office-Centered** **Remote-Centered** **Not Eligible**

Information Technology Service Branch (ITSB) provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance, and development team members, business development including business relations, business process improvement, and project and portfolio management. ITSB is committed to providing technical leadership, increased business alignment, talent, transparency, and accountability in support of all CalPERS strategic business objectives.

Under general direction of the Technology, Information & Business Advancement, Assistant Division Chief (IT Manager II), the IT Manager I will plan, organize, manage, and lead the Information Management Section. The IT Manager I will be responsible for short and long-term management of CalPERS data assets, data quality, data administration, data masking, data sub-setting, and development and maintenance of the enterprise data strategy, definitions, standards, and implementation of CalPERS' data architecture framework that supports CalPERS' business objectives. The ITM I works primarily in the Business Technology Management domain.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS, and supervision of work. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

30% Onsite¹ and virtually, manages and assists in the development of CalPERS information strategies, frameworks, and standards to ensure proper data administration, management, and quality of data supporting CalPERS business needs. Establishes the appropriate section goals and objectives to accomplish the CalPERS system-wide mission which includes key

projects, initiatives, goals, and objectives. Prepares budget estimates and guides the development of preliminary and formal budget requests for section projects. Works with customers to establish priorities and ensures service levels are meeting expectations.

- 25% Onsite and virtually, ensures proper levels of communication through the building of strong relationships, management of meetings, and dissemination of information within Technology, Information & Business Advancement, in addition to all parts of the organization, to promote the use of Information Technology (IT) to enable the success of CalPERS business strategies. Provides architecture guidance to projects and ensures that projects comply with CalPERS data standards. Monitors industry trends, standards, best practices, and technologies for masking, protecting sensitive data, and managing data quality. Serves as advisor to various governance boards and committees. Guides executives, program managers, business analysts, and end-users across all functional areas in identifying long-term, strategic, and tactical data needs for CalPERS, defining the relation to business processes. Oversees the development and enforcement of standards for meta-data, and the development of procedures and data management policies to ensure the integrity, consistency, accuracy, and control of the CalPERS data assets.
- 25% Onsite and virtually, ensures that organizational policies, procedures, and guidelines are developed and followed. Develops and maintains a close liaison with operating divisions and external clients on technical matters. Collaborates with various IT vendors and organizations. Determines the expected performance of team members in the various units within the section. Provides leadership and motivation for team members to sustain high performance. Provides proper recognition for meeting or exceeding expected performance. Works with operating divisions and external clients to establish Service Level Agreements (SLA) and project priorities. Monitors service levels and project progress to provide direction to ensure services are timely, high quality, and effective. Reviews changes to SLA and project plans on an ongoing basis to meet established SLA and project milestones and makes any change deemed necessary.
- 15% Onsite and virtually, recruits, hires, develops, and retains a competent professional team to ensure an adequate level of specialized technical expertise to support current and future CalPERS IT needs. Ensures team members receive training in technology, client support, analytical, and interpersonal skills. Obtains internal and external resources to meet demands and provide specialized expertise as needed.
- 5% Onsite and virtually, participates in special ad-hoc committees and projects, enterprise data management, and performs special assignments.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.

- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**