

DUTY STATEMENT

TECH 052 (REV. 02/2018)

PROPOSED

RPA NUMBER (HR USE ONLY)

24-020

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 7/29/24	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager II		E. POSITION WORKING TITLE Assistant Deputy Director
F. CURRENT POSITION NUMBER 695-420-1406-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Statewide Project Delivery		I. SUPERVISOR NAME AND CLASSIFICATION Andrew Wertin, Deputy Chief Project Officer, CEA C
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY 8 AM TO 5 PM		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering</p>
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	<p>Organizational Setting and Major Functions</p> <p>Under the administrative direction of the Deputy Chief Project Officer of Project Approvals and Oversight (PAO) the Information Technology Manager II (IT Mgr II) is responsible for a portfolio of State agencies, departments, boards and commissions. This involves understanding the purpose & mission of these state entities, as well as their information technology capacity and capabilities. The incumbent has management responsibilities for the assigned PAO staff. The incumbent develops, directs and supervises staff in their assessment of highly complex and visible information technology projects, and in managing project oversight for the effective management of information technology (IT) projects. This includes corrective action and remediation recommendations and planning with departments to resolve critical project performance issues. The IT Mgr II is responsible for the ongoing PAO operations, which includes the review and approval of IT project and budget actions, the review of oversight assessments and recommendations, formation of the PAO practices and issue resolution. The IT Mgr II provides guidance to State IT project managers, Chief Information Officers, Agency Information Officers, departmental executives, control agencies, the Governor's office and the Legislature on actions to ensure project success. The incumbent also contributes to the development or change of State policy concerning IT Projects.</p>
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<p>% of time performing duties</p> <p>40%</p> <p>20%</p>	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <ul style="list-style-type: none"> • Manages and develops professional staff; assigns and prioritizes workload; reviews and approves completed work products • Provides guidance and direction to staff regarding complex and critical technical issues concerning project and funding proposals and statewide IT project management and project performance. • Ensures consistency in the application of information technology policies and procedures. • Evaluates statewide IT project management and project performance and determines oversight requirements for critical IT projects and issues. • Demonstrates high skills in risk and issue management competencies and practices. • Escalates unresolved critical proposal issues and project management issues as appropriate for action by the State Chief Information Officer. • Contributes to Statewide IT Project Management Lessons Learned and IT Project Management Maturity improvement processes. • Participates with staff in sensitive IT meetings/hearings within the department, with the customer department and control agencies, the Legislative Analyst's Office, and the Legislature.
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% of time performing duties
20%

Perform day-to-day management activities:

- Develop plans to accomplish Office of Statewide Project Delivery (OSPD)'s goals and objectives in accordance with organizational mission and strategic goals; support and advocate management's philosophy, policies, and procedures.
- Develop and update duty statements, as needed; establish performance expectations; complete individual development plans annually; complete probationary reports on a timely basis; and other performance management activities, including adherence to the State's progressive discipline policy which may include corrective or disciplinary action.
- Responsible for making informed and defensible administrative and personnel management decisions in accordance with California Department of Technology (CDT) and state policies, personnel-related laws, rules, established Department administrative processes and procedures, and collective bargaining agreements.
- Ensure subordinate staff, as assigned, comply with all of Department's policies, office standard operating procedures, practices, and protocols.
- Encourage unit team building, facilitate cross training and promote continuous improvement of processes. Implement motivation techniques, promote training, and create a positive climate for change.
- Foster methods of creative decision-making, problem-solving and provide continuous feedback to staff.

15%

- Consults with the Deputy Director and other California Department of Technology staff on the significant, sensitive and controversial IT proposals and issues being evaluated and assessments being conducted.

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

5%

- Other related duties, as assigned.

Work Environment Requirements

- The incumbent may be required to work outside of normal business hours and is required to carry a mobile device.
- The incumbent must travel to customer department sites within Sacramento County.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The incumbent receives administrative direction from the Deputy Chief Project Officer, Office of Statewide Project Delivery.

Actions and Consequences:

The PAO oversees highly visible and complex IT projects. Projects that impact the PAO total in the billions of dollars. Poor decisions, judgment, management, and/or recommendations regarding these projects could result in client dissatisfaction, significant financial losses to the State due to poor project planning and execution, and public embarrassment to the Department.

Personal Contacts:

The IT Mgr II will have regular contact with Staff, Executives, Contractors from State Entities, the Legislature, Control Agencies, Department of Finance, Department of Human Resources and Department of General Services. Other contacts include department headquarters leadership and business consultants to communicate program strategy, direction, and changes.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

The incumbent is responsible for the general supervision of the PAO, delegating and reviewing work products, ensuring high quality work products, personnel assignments and staff development. Additionally, the incumbent will represent the Department at IT policy and advisory committees, legislative hearings, and IT project meetings.

Supervision Exercised:

The incumbent provides supervision to the IT Supervisor and IT Manager I classification.

Other Information

Desirable Qualifications: (List in order of importance.)

The incumbent should possess:

- Extensive experience in all aspects of IT project development, delivery, project estimating, and the project lifecycle including: concept, initiation, planning, execution, closing, maintenance, and operations.
- Significant experience in IT project management and practices.
- Experience with various project delivery methods, practices, and strategies in areas such as project management, predictive and iterative development methodologies, business analysis, testing, release management, organizational change management, stakeholder management, business process reengineering, quality management, transition readiness, and IT service management.
- Extensive knowledge of the State's IT policies, processes, practices, and direction for the effective and efficient delivery of IT services.
- High knowledge and experience of State law and Government Code related to Program and related IT Project management and development initiatives.
- Ability to exercise a high degree of initiative, independence of action, and originality and must demonstrate tact, professionalism, and good independent judgment.
- A strong understanding of project management methodologies and fundamentals
- Strong oral and written communication skills to effectively communicate on behalf of the Department of Technology.
- Strong leadership skills in a challenging environment.
- Ability to develop and maintain effective, cooperative working relationships.
- Ability to adapt easily to changing priorities, plan and project workload and allocate staff resources to meet work demands.
- Ability to evaluate complex studies proposing information technology solutions.
- Ability to analyze administrative problems, make decisions, and take effective action
- An understanding of or experience with the state budget process and experience with determining and recommending financial feasibility.
- Technical experience and familiarity with technical specialties.
- Demonstrated communication, analytical, and decision making skills.
- Ability to establish priorities and complete multiple assignments to meet firm deadlines.
- Knowledge and ability of employee supervision, training, development and personnel management.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) Andrew Wertin	SUPERVISOR SIGNATURE	DATE
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