

Department of Motor Vehicles Proposed Position Duty Statement Form

Division: Information Systems Division	Classification Title: Information Technology Manager I
Region/Branch: EMPB	Working Title: System Development & Support Group Manager
Unit: System Development & Support Group	Tenure/Timebase: Limited Term/Full-Time
Position City: Sacramento	Position County: Sacramento
Position Number: 716-1405-943	CBID/Bargaining Unit: M01
Conflict of Interest Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes) This position is designated under the Conflict-of-Interest Code. This 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.	
Medical Evaluation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Sensitive Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV Employee Pull Notice: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Fingerprint/Live Scan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Professional License: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Work Week Group: E	Effective Date :
Direction Statement and General Description of Duties: Under general direction of the Assistant Project Director, Information Technology Manager II (ITM II), the ITM I serve as Technical Oversight Manager and is responsible for managing and directing a team of technical staff responsible for Data Migration, Reporting and technical deliverables within the Data Analytics and Deliverable Review Units, including building effective, collaborative, high-performing teams for the Digital Experience Project (DXP). ITM I also participates in the Department's strategic planning activities and maintains communication with internal and external partners.	
Percentage and Essential/Marginal Functions: 30% (E) Manage Products and Services Delivered to the DXP Project Manages and directs the activities of the System Development & Support Group. Provides direction, guidance, leadership and technical oversight of data analytics and deliverable management activities to subordinate technical staff and contracted technical consultants for modernization projects. Develops and implements policy and procedure standards to	

support modernization efforts. As a Technical Manager working closely with the DXP leadership, Solution Integrator, technical contractors as well as state staff organizes technical involving integration/interface workload to accommodate changing priorities, manages multiple assignments concurrently, and sets priorities for the office. Provides regular status reports to ISD management as requested.

25% (E) Manage Internal Projects and Activities

Oversees projects involving deliverables for the DXP Project, including oversight of data analytics and deliverables review activities. Controls allocated budgeted funds and staff resources to carry out projects, and responsible for resource management and resource conflict resolution for assigned projects. Ensures the required process for activities is supported and provides associated documents and approvals. Ensures compliance with the complete range of System Development Life Cycle (SDLC), Change Management, Enterprise Project Management, Workflow Framework, and similar processes and tools. Leads and/or participates in software and vendor procurements and contract management.

15% (E) Strategic Planning

Participates in IT strategic planning and sessions. Promotes the department's strategic plans with focus on customer service, enterprise IT solutions, adoption of best practices, delivery of cost-effective IT services, and solutions for our business partners. Formulates, reviews, analyzes, and provides guidance on legislative bill analysis and evaluates impact to systems and resources. Creates and provides policy and procedural guidelines to subordinate staff and user to ensure compliance and State regulations, policies, procedures relative to planning and administering IT projects and activities. Reviews analysis of future technologies and operational capacity needs, utilizing inputs from staff, clients, peers, and independent research in accordance with the direction of the DMV Chief Information Officer.

15% (E) Communication and Working Relationships

Develops and maintains effective communication and working relationships within the department, other governmental entities, commercial organizations, and outside stakeholders. Assumes required public contact with groups, vendors, and individuals. Represents the department and speaks at meetings and conferences as requested.

10% (E) Administrative

Ensures subordinate staff comply with all the Department's policies, office standard operating procedures and protocols. Monitors and evaluates performance for productivity capability and development. Resolves discipline and grievance issues. Makes decisions and recommendations concerning

personnel hiring and training. Participates in workforce planning, budgeting, and succession planning. Controls allocated budgeted funds and staff resources to carry out projects, and responsible for resource management and resource conflict resolution for assigned projects.

5% (M) Misc.

Advises and provides recommendations to department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Performs other job-related duties as required.

Supervision Received:

The ITM I is under general direction of the Enterprise Modernization Project Assistant Deputy Project Director, ITM II.

Supervision Exercised and Staff Numbers:

The ITM I manages staff in the System Development & Support Group, Data Analytics and Deliverable Review Units, including the classifications of IT Specialist I and IT Specialist II. Provides general administrative direction concerning assignments. Demonstrates leadership in identifying new issues, techniques, and opportunities. Demonstrates project leadership. Manages the most sensitive issues.

Working Conditions:

Position may be eligible for telework. Gives presentations and participates in meetings, conferences, and workshops. Communicates with internal and external customers via email, telephone or in person.

Physical Requirements:

When in an office setting, operates a personal computer, telephone, fax machine, copier, and other office equipment. Attends meetings on HQ campus and off campus.

Special Requirements:

Proficient managerial and supervisory skills. Experience in effectively planning, organizing, directing, delegating, and supervising complex work of a multidisciplinary staff. Experience with deliverable/contract/vendor/project management. Experience with SDLC, Agile, and Waterfall methodologies.

Desirable Qualifications:

Positive attitude and highly motivated. Experience delivering services with a focus on excellent customer service. Ability to analyze information and make decisions in a competent and timely manner. Ability to effectively communicate verbally and in writing, to draft reports, and to provide

presentations as required. Ability to organize workload to accommodate changing priorities and effectively manage multiple assignments concurrently. Possesses effective interpersonal and leadership qualities with the ability to build valuable internal and external relationships with a wide variety of people.

Personal Contacts:

Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors, and external entities. Comfortable communicating via phone, e-mail, in person or other methods, as needed. Coordinates problem solving and ensures conformity of methods and practices influences, motivates, persuades, provides oversight, and leads individuals or groups. Interactions may be general, confidential, sensitive, or informative in nature.

Department of Motor Vehicles Proposed Position Duty Statement Form

Division: Information Systems Division	Classification Title: IT Manager I
Region/Branch: EMPB	Working Title: Release & Information Security Group Manager
Unit: Release & Information Security Group	Tenure/Timebase: Limited Term/Full time
Position City: Sacramento	Position County: Sacramento
Position Number: 716-1405-943	CBID/Bargaining Unit: M01
Conflict of Interest Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes) This position is designated under the Conflict of Interest Code. This 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.	
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Work Week Group: E	Effective Date :
Direction Statement and General Description of Duties: Under general direction of the Assistant Project Director, Information Technology Manager (ITM) II, the ITM I serves as Oversight Manager and is responsible for managing and directing a team of technical staff and activities within the Release Management and Information Security Units, including building effective, collaborative, high-performing teams for the Digital Experience Project (DXP). The ITM I serves as Technical Oversight Manager on release management and information security in support of the DXP Project. The ITM I also participates in the Department's strategic planning activities and maintains communication with internal and external partners .	
Percentage and Essential/Marginal Functions: 30% (E) Manage Products and Services Delivered to the DXP Project Manages and directs the activities of the Release & Information Security Group. Provides direction, guidance, leadership, and oversight of release management and information security activities to subordinate staff and consultants for modernization projects. Develops and implements policy and procedure standards to support modernization efforts. As a Manager working closely with the DXP leadership, contractors as well as state staff organizes	

staff workload to accommodate changing priorities, manages multiple assignments concurrently, and sets priorities for the office. Provides regular status reports to ISD management as requested.

25% (E) Manage Internal Projects and Activities

Oversees projects involving deliverables for the DXP Project, including oversight of release management and information security activities. Controls allocated budgeted funds and staff resources to carry out projects, and responsible for resource management and resource conflict resolution for assigned projects. Ensures the required process for activities is supported and provides associated documents and approvals. Ensures compliance with the complete range of System Development Life Cycle (SDLC), Change Management, Enterprise Project Management, Workflow Framework, and similar processes and tools. Leads and/or participates in software and vendor and procurements and contract management.

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Supervision Received:

The ITM I is under general direction of the Enterprise Modernization Project Assistant Deputy Project Director, ITM II.

Supervision Exercised and Staff Numbers:

The ITM I manages staff in the Release and Information Security Group, Release Management and the Information Security Unit, including the classifications of IT Specialist I and IT Specialist II. Provides general administrative direction concerning assignments. Demonstrates leadership in identifying new issues, techniques, and opportunities. Demonstrates project leadership. Manages the most sensitive issues.

Working Conditions:

Position may be eligible for telework. Gives presentations and participates in meetings, conferences, and workshops. Communicates with internal and external customers via e-mail, telephone or in person.

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