

<b>Classification Title:</b> INFORMATION TECHNOLOGY MANAGER I	<b>Branch/Division/Bureau:</b> ADMINISTRATION AND LICENSING SERVICES BRANCH / INFORMATION TECHNOLOGY DIVISION / BUSINESS TECHNOLOGY MANAGEMENT BUREAU
<b>Working Title:</b> IT Strategic Initiatives Manager	<b>Office/Unit/Section/Geographic Location:</b> /IT Strategic Initiatives//SACRAMENTO (300)
<b>Position Number (13 Digit):</b> 413-106-1405 002	<b>Conflict of Interest Position:</b> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the general direction of the Business Technology Management Bureau (BTMB) Information Technology (IT) Manager II, the Manager of IT Strategic Initiatives is primarily responsible for planning, organizing and directing the activities of the CDI's IT high priority strategic initiative projects by directing staff and contractors in all aspects of project management, business analysis, requirements development, and quality assurance.

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 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\***

- 35% Plans, organizes, and reports on the analysis, design, development, testing, implementation and maintenance of CDI's IT strategic projects. Coordinates with project stakeholders, management, and the ITD Bureau Chiefs to ensure integration of IT application solutions is in line with the strategic business direction; is within the scope of ITD projects; and that the correct resources are assigned to meet the project goals. Acts as project lead and technical expert in analyzing the most complex customer business requests. Determines project scope, prepares cost/benefit analysis and alternate solutions, and makes recommendations to management for meeting project needs and resource requirements. Develops comprehensive analysis

**ESSENTIAL FUNCTIONS DUTY STATEMENT**HRM-025

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- documents that specify the customer's requirements for an automated solution within the context of industry and emerging technology trends. Via the Department's Strategic Plan, interprets customer business objectives in order to develop project technical goals, objectives and strategies to ensure that solutions developed by the project meet business needs utilizing expertise of other IT staff, best practice information, stakeholder's input, etc. Complies with the California Department of Technology (CDT) reporting requirements by developing and maintaining required project documents and applying Project Management methodology in support of projects and efforts. They will also manage CDI's IT proposed projects through CDT's Project Approval Lifecycle (PAL) process for a successful project approval and will also support OIS compliance with California Statewide Information Management Manual (SIMM) requirements. Responsible for on time, on schedule, and in scope delivery of assigned IT projects. The incumbent will participate in the management and reporting of IT contract services that support their assigned projects. The incumbent will communicate with management regularly to report project status and risks as needed.
- 20% Performs complex business analysis and project work. Completes projects and special assignments by establishing objectives, determining priorities, managing time, collaborating with others, monitoring progress, problem-solving, and adjusting plans. Demonstrates 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). Designs high-level architectural diagrams and collaborate with team architects to document project workflows as a reference for developers and business teams. Provides expertise in identifying and developing low-level design solutions, including process flows, sequence diagrams, error handling, and risk assessment. Collaborates with architecture, development, and testing teams to analyze system problems and define system requirements using software platforms. Validates results and perform data validation by generating and analyzing various reports. Collaborates with development managers and project managers to track project progress. Analyzes data and generate reports, dashboards, and applications using Microsoft Azure Dev Ops. Gathers user stories and technical/business requirements for developers to scale project features. Utilizes tools like Visio, Azure Dev Ops to create or update business process models, sequence diagrams, process flow diagrams, and UI mockups. Assists in defining technology options to meet project requirements. Researches and forecast future technical requirements based on input from cross-functional teams. Supports project delivery from product design to implementation phase. Works with developers to document feature changes or business logic failures post-production or deployments.
- 20% Identifies the development team training needs for staff. Ensures development and implementation of training plans for staff is consistent with ITD's strategic direction. Effectively communicates IT strategic vision to project team members. Supervises and mentors staff and works with subordinate managers to build an effective team environment. Provides guidance and leadership to subordinate supervisors to build their team building and interpersonal skills.
- 20% In corroboration with the BTMB chief, tracks progress of all strategic projects, reports on changes and ensures that they achieve strategic organizational outcomes.

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**MARGINAL FUNCTIONS**

5% Researches emerging technologies and their application to the CDI computing environment. Makes recommendations to the ITD Bureau Chiefs and the CIO regarding the use of emerging technologies. Reviews and makes decisions on complex operational (day-to-day) problems to provide guidance to staff on IT related issues utilizing established standards as appropriate.

**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. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

**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