Duty Statement

Classification:	Information Technology Manager I
Working Title:	IT Fiscal Services Section Chief
Program:	Enterprise Technology Services

Division: IT Strategy Services Division		Branch: IT Administrative Management Svcs Branch
Section: IT Fiscal Services Section		Unit:

Office Location: 1501 Capitol Avenue, Sacramento, CA 95814

COI Classification: ☑ Yes ☐ No		CBID: M01	Position Number: 802-383-1405-xxx
Telework Eligible: ☑ Yes ☐ No		Maximum Telework Days: (generally up to 3 days per week) 3 days per week	
Bilingual Position: ☐ Yes ☑ No		Specify Language: Not Applicable	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.

Job Summary:

Under the general direction of the Information Technology Manager (ITM) II, Chief, Information Technology Administrative Management Services (ITAMSB), the ITM I will have oversight of the IT Fiscal Services Section (ITFSS). The incumbent is responsible for managing the enterprise IT budget portfolio and providing support, strategic planning, and project budget guidance. The duties for this position are focused in Business Technology Management, Information Technology Project Management, and Client Services domains.

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:

% of Time	Essential Functions
40%	Plan, organize, direct, coordinate, review, monitor, and approve the work of staff. Plans, organizes, and directs the preparation, modification, and administration of DHCS' IT budget. This includes coordination of all aspects of the Budget Change Proposal (BCP) process, budget drills, budget revisions and all budget requests from the Department of Finance and the DHCS Financial Management Division. Maintain DHCS IT operating budget by coordinating with ETS management and staffing of all levels, reviewing budgetary impacts and recommending plans of action in resolving budget issues, preparing and reviewing budget requests, and analyzing legislation to determine financial impacts. Develop, implement, and monitor short-term and long-term goals and objectives for the Section. Resolve complex administrative and managerial problems. Develop and evaluate alternatives, and analyze data and present ideas and information effectively. Provide timely employee performance evaluations. Interview and hire staff, as needed, to fill vacant positions. Responsible for assigning work and setting and adjusting priorities, monitoring progress, redistributing workload and/or securing extensions, as needed, to meet established deadlines. Ensure that project deadlines performing the following major functions are met: (1) Overseeing and directing all activities associated with the development of the ETS Local Assistance and Support budget; (2) Coordinating, reviewing, and analyze the Division's Budget Change Proposals, as well as the Spring Finance Letter processes; (3) Overseeing the utilization of Fi$Cal for encumbering purchase documents and making vendor invoice payments within deadlines established by the California Prompt Payment Act Government Code, Section 927 (4) Overseeing and directing all activities associated with the Centers for Medicare S & Medicaid Services (CMS) reporting requirements, including the tracking, coordinating, reviewing, and analyzing of Advanced Planning Documents (APD); and (5) Recruit, hire, train, and evaluate subordinate staff.
20%	Direct and oversee the development of the overall ETS Budget (Support and Medi-Cal Local Assistance budget). The ETS Local Assistance budget is revised twice a year and is included in the May and November Governor's Budget. Provide direction on the development and coordination of the ETS policy changes, assumptions, fiscal impact of legislation, budget change proposals and the Spring Finance Letter process. Assist staff in conducting complex fiscal analyses and forecasting of support and local assistance expenditures. Personally perform the more complex and/or sensitive operational functions and resolve or facilitate the resolution of issues. Review and analyze the ETS support budget and make recommendations to upper management on all aspects of the budget, including reductions or increases to line items, and permanent Transfers of Budget Authority (TBA). Identify potential budget shortfalls and negotiate program adjustments or funding redirections with DHCS programs, Accounting, and Budget staff. Present major budget issues/ recommendations to management for discussion and decision. Ensure that processes and procedures are thoroughly analyzed and that presentation of materials is presented in an accurate and logical manner to management.

Description of Duties	
% Of Time	**Essential Functions**
15%	Oversee the development of management reports and ensure that these reports are accurate and prepared timely to keep management informed of budget issues and vendor payment status. Provide oversight of the tracking and processing of ETS invoices. Develop and manage methodologies for recording and controlling invoices from receipt to payment by the State Controller's Office, or denial by ETS. Ensure that payments due to the vendors are disbursed accurately and timely to comply with the prompt payment act requirements. Oversee tracking processes including the maintenance of, and timely and accurate data entry into the ETS Cost Allocation Billing (CAB) system or similar, CORE and CMS 64 reports, or any other DHCS specified platform as it relates to monitoring and closing out invoices. Consult with Departmental accounting managers and CMS staff on issues involving the level of Federal Financial Participation (FFP). Ensure collaboration with business partners to prepare and submit the annual IT Cost Report. Develop and provide management reoccurring expenditures and projections report.
10%	Provide leadership and training to develop staff's skills and knowledge to effectively administer IT's budget, manage expenditures, and perform fiscal analysis. Assign, review, and evaluate the work of direct reports. Take any necessary actions to maintain a professional level of customer service. Develop strategies and recommend processes to improve process efficiencies. Provide guidance and strategic planning to management in relation to DHCS' IT budget portfolio.
10%	Develop, recommend to management, and implement new/amended policies and procedures to meet contractual payment terms, and to maintain fiscal control and accountability on the State's behalf. Maintain policies, procedures, and desk manuals for all the functions and responsibilities of the Section. Direct staff on the development of special assignments in response to Department drills.
5%	Other duties as assigned.
% Of Time	**Marginal Functions**

Supervision Received: <u>Under General Supervision</u>   by the (enter supervisor classification):

<u>Information Technology Manager II</u>   .

Supervision Exercised: (check all that apply)   ☐ Non-Supervisory Classification / None
☐ Clerical Staff   ☐ Analytical Staff   ☑ Technical Staff
☐ Professional Staff   ☐ Supervisory Staff   ☐ Managerial Staff

Special Requirements:
☐ Medical Evaluation /Clearance   ☐ Typing Certificate   ☐ Valid Driver's License
☐ Background Check / Finger Printing Clearance
☐ Valid Professional License (please specify): _____

Desirable Qualifications:

• Demonstrated knowledge, experience, and technical ability related to the state's budget and legislative processes
• Knowledge of the principles and practices of state employee compensation
• Experience utilizing computer applications to analyze and interpret complex datasets to estimate and forecast state employee cost and savings
• Effective communication, business acumen, decision making, problem-solving skills, excellent customer service, organizational skills with attention to details
• Ability to work independently and make sound decisions while in a fast-paced environment with tight deadlines and routine changes in priorities and assignments
• Ability to develop and foster good working relationships and provide excellent customer service to internal and external stakeholders
• Ability to develop processes and procedures

Working Conditions (Check all that apply):
Prolonged Periods of: Travel May be Required:
☐ Standing   ☐ Sitting   ☐ Kneeling   ☐ Bending   ☑ Occasional   ☐ Over Night
Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:

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

Employee Name:	Employee Signature:	Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. If 'Yes' is checked, in the next field enter the maximum number of telework days allowable for this position. Check 'No' if this position is not eligible for a telework schedule.
COI Classification:	Check 'Yes' if 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. Check 'No' if this position is not designated under the Conflict-of-Interest Code.
Collective Bargaining Identifier (CBID)	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.

Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.
	Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.
	Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives.
	Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice.
	Under Supervision: The position is subject to continuous and direct control.
	Under General Supervision: The position is subject to a minimum of continuous and direct control.
	Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyperson or fully qualified worker.
	Under General Direction: This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization.
	Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.
	Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.

Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).