



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	ITCU - 711	POSITION NUMBER	300-711-1406-001
CLASSIFICATION	IT Manager II		

SCOPE

This is the managerial level. Under administrative direction from the Assistant Program Budget Manager responsible for Administration, Employee Compensation, and Information Technology (IT), the incumbent serves in a management role in setting and influencing statewide organizational information technology policy; formulating long-range information technology programs and objectives; and reviewing implementation and conformance of information technology projects with statewide policies and objectives. The incumbent has responsibility for planning, organizing and directing the work of the Information Technology Consulting Unit (ITCU) and serves as the Chief representing Finance on statewide IT and project oversight issues.

The Manager II supports performance management of IT staff in ITCU; ensures staff are providing timely service to budget units and project teams; adhering to standard processes and procedures; performs statewide IT oversight and administrative functions; provides training to staff on IT projects, oversees short term functions (i.e. IT Budget Change Proposal analysis and IT related budget drills) and makes recommendations to Executive Management on budget proposals, provides progress updates toward strategic objectives, and supervises day-to-day operations of ITCU. The Manager II contributes to IT workforce planning, budgeting, succession planning; manages multiple domains or disciplines; develops performance metrics; performs a certain level of budgeting, contract management, policy formulation, and resources management; establishes service levels; and develops performance metrics over a single or multiple domains; develops statewide policy and strategic plans; establishes unit goals and longer range planning; and determines new enterprise-wide direction and policy decisions related to IT.

The incumbent must have a broad knowledge of information technology governance principles and guidelines to support decision making; ability to exercise a high degree of initiative, independence of action, and originality; demonstrate tact and good independent judgment; communicate effectively; establish and maintain confident and cooperative relationships across all levels of government; work under pressure to meet deadlines; easily adapt to changing priorities and directions; respond to emergency demands on short notice; plan and protect workload to meet work demands; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and maintain consistent, regular, predictable attendance.

ESSENTIAL FUNCTIONS	
45%	<p>Business Technology Management:</p> <ul style="list-style-type: none"> • Formulate, analyze, and make recommendations on the fiscal impact of proposed IT policy, standards, plans, reports, legislation and plan for its implementation under the direction of State, departmental and other applicable government policies and regulations. • Represents Finance at the IT Executive Council, Agency IT portfolio meetings, and various IT advisory committees and boards. • Develop and review Finance-authored policy directives including Budget Letters, Finance Memos, State Administrative Manual and Statewide Information Management Manual sections. • Maintain and oversee ITCU procedures and the workload tracking database. • Liaison between the California Department of Technology and Finance Budget and Policy Units on IT projects and budget proposals and maintains communication with various stakeholders including legislative staff and the Legislative Analyst's Office. • Provide budget related training, mentorship for statewide leadership academies and bootcamps, and participate in various speaking engagements.
45%	<p>Information Technology Project Management:</p> <ul style="list-style-type: none"> • Manage and direct staff review of project approval documents and IT Budget Change Proposals. • Manage oversight of the state's IT project portfolio, including performing fiscal oversight, project risk analysis and the development of the monthly status report on the state's portfolio. • Testify before committees, control agencies, review boards, and/or the legislature. • Conduct analysis of fiscal impacts for Finance executive management and the California Department of Technology. • Coordinate and manage the development of the IT project portfolio Capitol Office briefings. • Support the department in the development of the Governor's Budget and legislative bill analyses. • Coordinate IT related budget drills • Review and approve Control Section 11.00 legislative notifications. • Work with control agencies to comply with state administrative requirements.
5%	<p>Information Security Engineering:</p> <ul style="list-style-type: none"> • Manages staff responsible for development and facilitation of security related Capitol Office briefings. • Coordinates with the California Department of Technology Office of Information Security on statewide security strategic plans, policies, practices, processes, and security related budget proposals. • Member on the department's Information Security Program Governance Committee. • Acts as the Agency Information Security Officer.
5%	<p>Other:</p> <ul style="list-style-type: none"> • Performs other administrative and operational duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess all knowledge and abilities for all Information Technology classifications and the following abilities:

- Manage through subordinate supervisors.
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
- Effectively contribute to the department's Equal Employment Opportunity objectives.

SIGNATURES

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 assigned HR analyst.) I also acknowledge that Finance operates under a minimum of two days in the office, but under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	