



Current  
 Proposed

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager I	Working Title CalHHS Enterprise Solutions Alignment Support Manager
Employee Name VACANT	Position Number 791-555-1405-901
Project/Division Name Portfolio Delivery Support Division	Supervisor's Name Lon Rohlfig
Unit Enterprise Solution Alignment Support (ESAS)	Supervisor's Classification Information Technology Manager II
Physical Work Location 2870 Gateway Oaks Drive, Ste. 150 Sacramento 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <span style="margin-left: 150px;"><input type="checkbox"/> Requires Fingerprinting &amp; Background Check</span></p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <span style="margin-left: 150px;"><input type="checkbox"/> Other (<i>specify below in Description</i>)</span></p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p>This position is telework eligible, with expectations of a hybrid model that supports the needs of the office.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management <span style="margin-left: 150px;"><input checked="" type="checkbox"/> Information Technology Project Management</span></p> <p><input checked="" type="checkbox"/> Client Services <span style="margin-left: 150px;"><input checked="" type="checkbox"/> Software Engineering</span></p> <p><input type="checkbox"/> Information Security Engineering <span style="margin-left: 150px;"><input type="checkbox"/> System Engineering</span></p>	
<p>Under general direction of the CalHHS Deputy Agency Information Officer/ Chief Deputy Director, the CalHHS Agency Enterprise Solutions Alignment Support Manager, Information Technology Manager I (ITM I) plans, organizes, directs and performs work within the ESAS Unit, to ensure successful planning, oversight and support for the CalHHS Agency's portfolio of Information Technology (IT) and related efforts. This will include managing a backlog of work related to the support and statutory oversight for the CalHHS IT Project portfolio, setting ongoing priorities in support of the CalHHS Agency's IT and Data Strategic Plan and related needs, and ensuring high quality, timely services to Agency's Departments, Offices and Centers ("entities").</p>	
Percentage of Duties	Essential Functions
30%	<p>Direct management of the Enterprise Solutions Alignment Support (ESAS) team and activities. Lead and coordinate the Agency's Strategic Portfolio Management program (CASP) activities. provide planning and oversight services to the subset of Agency projects identified, by Office of Technology and Solutions (OTSI) leadership, as the most complex and/or strategic. Leads and manages the CalHHS Portfolio Support Services function; assigns and reviews portfolio support services team members' work to ensure alignment with content, quality expectations and Agency's prioritized needs; develops team member capabilities through coaching; ensures members received training and development. Provides performance feedback; reviews intake and concept analysis information to inform overall project planning and oversight across CalHHS departments; makes corresponding recommendations; develops and maintains a comprehensive understanding of the CalHHS Agency's IT Portfolio and related efforts to inform CalHHS OTSI's leadership and related conversations; and proposes and supports risk informed approaches for planning and oversight for non-delegated and delegated project efforts. Monitor and gather feedback from the entities to identify opportunities for process improvements that will increase productivity across the PSS team while complying</p>

	with the AIO's statutory responsibilities; develop and maintain relationships with State Control Agencies (California Department of Technology, Department of Finance IT Consulting Unit, and others as identified), participating in collaborative planning sessions and responding to requests for information; and collaborates across the OTSI Integration to contribute to the development of the CalHHS Center of Excellence and related consulting services functions.
25%	Directly monitors CalHHS Agency IT Efforts deemed "strategic" and/or with high-risk profiles ("yellow" or "red"); leads portfolio support service activities and related collaboration/facilitation associated with the CASP Management Office to support the identification, characterization, and ultimate prioritization of the most essential capabilities required to support CalHHS' mission, guiding principles, strategic priorities, and the Californians it serves; participates in key planning sessions as needed with departments, control agencies and stakeholders; leads and approves review of Planning documents to ensure completeness, compliance, and alignment with Agency strategic priorities; leads project monitoring activities and identifies/communicates risks that could impact performance against project metrics and/or the probability of successful implementation; collects, documents, and analyzes monthly/quarterly project performance against key metrics and works with teams to remediate as applicable; leads retrospectives to consider both successful and unsuccessful practices. Acts as the primary point of synthesis for best practices identified across teams and, with support from the Deputy Agency Information Officer, own the implementation and related performance measurement activities; and leads Investment Review Committee (IRC) activities related to Portfolio Support Services, ensuring department readiness.
20%	Designs, develops, maintains and improves ESAS processes and outputs seeks to continually improve the Portfolio Support Services end to end processes and tools related to the design and documentation of project and product planning, oversight and reporting practices which support risk prevention, identification, and mitigation; establishes and implements effective means for assessing delegated project performance against established/approved plans; proactively identifies projects not meeting expectations; establishes Objectives, Key Results, and Key Process Indicators as part of the Solutions and Support Services performance measurement program, with a focus on objectives related to improving the quality and reducing the time associated with the CalHHS Departments' development of required project planning documentation; monitors ongoing Portfolio Support Services' progress towards achieving outcomes and delivering related programmatic value; leads development and production of monthly portfolio management report, ensuring adherence to content and quality standards; works with the CalHHS Deputy Agency Information Officer to shape processes and understand expectations with regards to planning, funding, building, and implementing IT solutions; prepares for and participates in related meetings; and supports the OTSI analyses of the CalHHS entities' IT-related Budget Change Concept and Proposal requests.
20%	Supports the OTSI's mission through collaboration with Solutions Support and Technology Delivery Services functions: participates in leadership activities and meetings at the OTSI "Deputy" level; supports OTSI's efforts to create and mature and enterprise portfolio management activities within Agency's entities; collaborates with the Portfolio Delivery Support Division to inform and develop materials and training for the CalHHS Agency Center of Excellence; contributes project management and related experience/expertise towards the design and delivery of OTSI consulting services; collaborates and coordinates with the Enterprise Architecture team to inform and support the Agency's Enterprise Architecture program and the related policies, standards, and design artifacts; supports the CalHHS Interdepartmental Advisory Council needs and activities associated with end-to-end project and product management efforts; ensures the Agency Information Security Officer (AISO) is informed about projects that may have complex, rigorous and/or unique IT Security and/or data privacy needs, challenges, or risk; proactively identifies and communicates opportunities and/or concerns related to key planning and project efforts to Deputy AIO and/or AIO to allow for early strategy development and/or intervention; and keeps current on emerging IT planning/development methodologies and related technologies.
5%	Perform other duties as assigned.

**4. WORK ENVIRONMENT** (Choose all that apply from the drop-down menus)

Standing: Intermittent (34-50%)	Sitting: Intermittent (34-50%)
Walking: Rarely (1-6%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: <i>Click here to enter text.</i>	

