DUTY STATEMENT

Employee Name: Vacant	Current Date: 4/26/2024
Classification: Information Technology Manager I	Position #:
Division/Office: OIS/PPMO	CBID: M01
Section: IT Procurement, Contracts, & Reporting	
Supervisor Name: Jeet Poddar	Supervisor Classification: Information Technology Manager II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None	☐ Lead Person
☒ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

1 – Information Technology Supervisor II

Total number of positions in Section/Branch/Office for which this position is responsible: 1

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Portfolio & Project Management Office Branch (PPMO) is responsible for leading the most complex CARB IT projects and contracts. CARB's IT PPMO branch manages an average of more than $100 million in IT projects each year and promotes the use of standardized project management methodologies and best practices throughout the organization. The PPMO branch is also responsible for best practices in organizational change management and lean processes. The PPMO plans, controls, and executes CARB's application development and system integration projects, ensuring that CARB complies with California Department of Technology (CDT) policies and requirements.

The IT Procurement Contracts & Reporting Section (ITPCRS) is responsible for the implementation, enhancement, and maintenance of the CARB's office automation computer systems and supporting infrastructure. CARB's desktop, telecom and enterprise systems support more than 1,800 end users in Sacramento, Riverside and other remote sites. ITPCRS provides desktop computer and printer support, email/calendaring support, IT Acquisitions, training, Service Desk, and resource center support to all CARB end users. ITPCRS also supports all CARB voice, video, and data communications services. In addition to these roles, ITPCRS works closely with OIS' Systems Development and Support Branch and Security Operation Center to deliver mission-critical business applications and support services successfully and securely to CARB programs and external stakeholders.

CONCEPT OF POSITION:

Under direction of the IT Manager II (ITM II) of the PPMO within the OIS, the ITM I acts as a manager overseeing the planning, organizing, and directing of the work of the ITPCRS that is comprised of multi-disciplined and complex areas of responsibility encompassing three main IT domains: Business Technology Management, Information Technology Project Management, and Client Services. However, work may be assigned in other domains as needed. The incumbent sets procurement and contracting processes and standards; formulates future long-range vision and objectives; aligns, reviews implementation, and ensures conformance of the Section with organizational policies and objectives. The incumbent is responsible for overseeing technical specialists who provide IT Consulting services in the IT disciplines of IT Contracting & Acquisitions; IT Vendor management; IT Budget & Cost Management Services; IT Strategy, Policy, Audits, & Intake; and IT Business & Configuration Services including IT Procurement/Purchasing, IT Asset Management & Configuration, and IT Admin & Personnel Services. This position works on the most highly complex, high-risk, politically sensitive, and high-cost IT procurements and IT contracts that may or may not be because of an IT Project.

The ITM I participates in executive-level decisions and execution of strategies to achieve the objectives and IT Strategic Plan for OIS. The ITM I manages and provides direction on solicitation vehicles/methods to utilize for formal or informal IT Goods and/or Services procurements such as, Request for Proposal, Request for Offers, Request for Quotations, Request for Information, etc. The ITM I must provide in-depth knowledge and guidance on procurement and contracting strategies, processes, policies, project management, budget management, and administrative & personnel practices.

The ITM I conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customers' expectations. The ITM I is responsible for ensuring a high-quality, positive, and customer-focused approach to delivering information technology services and operations for CARB. Further, the ITM I must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining professional relationships with internal/external customers, including management, executives, CARB end users, peers, vendors, other government entities, etc. Lead staff in developing plans and goals to ensure the office's and CARBs Strategic goals are met. The ITM I must maintain confidentiality while handling and processing any confidential personnel/business data.

INFORMATION TECHNOLOGY DOMAINS:

☒ Business Technology Management

☐ Information Security Engineering

☒ IT Project Management

☐ Software Engineering

☒ Client Services

☐ System Engineering

% OF TIME	RESPONSIBILITIES OF POSITION
35% E	In a managerial role the incumbent is responsible for providing strategic direction, guidance, technical expertise, and decision-making to the ITPCRS. Manages technical specialists who provide IT Consulting services in support of the Department's IT disciplines IT Contracting & Acquisitions; IT Budget & Cost Management Services; IT Strategy, Policy, Audits, & Intake; and IT Business & Configuration Services including IT Procurement/Purchasing, IT Asset Management & Configuration, and IT Admin & Personnel Services. Manages and plans IT consulting activities ensuring all services and products are delivered as committed to, and customer needs are met. The incumbent plans long term activities, ensuring the consulting efforts remain on schedule and keeping upper management informed and apprised of changes required to meet the needs of the department. Plans, directs, prioritizes, and monitors day-to-day operational activities. Guides, mentors, and trains staff on-the-job to perform complex assignments. Ensures assignments are in line with agreed upon customer commitments and are completed in a timely manner.
	Develops, directs, and maintains the OIS' information technology (IT) strategies, policies, contracting, acquisitions, budget and cost management services, configuration and asset management, business management

25% E	services, IT audits and legislation services, and IT contracts, procurements, and intake process. Establishes program vision, goals, and objectives to accomplish the OIS goals and objectives. Provides direction and guidance for the development and maturity of OIS strategic plans, new IT policies, legislation analysis, critical review, feedback, and executive management recommendations. Supports internal and external CARB customers, business area, IT managers, and stakeholders.
20% E	Consults and coordinates with customers, project staff and other technical experts from OIS, as well as internal and external stakeholders to provide complex IT Consulting Services. This includes, but is not limited to, developing IT procurements/solicitations including developing complex and technical statements of work (SOWs); performing legislative analyses;, coordinating IT audits and the collection of IT data requests; developing and implementing Corrective Action Plans (CAPs); developing, implementing, and maintaining IT policies, standards, and guidelines; coordinating with the Information Security Office (ISO) for the development of ISO policies; managing the IT work intake process; provides direction and oversight for the development and management of the IT baseline budget; developing IT budget and cost management reports and providing resource alternatives and fiscal strategies to support OIS' business needs and long-term goals; performing vendor/contract management on vendor contracts; providing direction and oversight for the development, management and governance of the IT Asset Management functions for CARB; ensuring compliance with personnel policies, laws, rules, standard practices, and procedures regarding OIS' personal services administration; implementing and executing the CARB's IT Acquisition Plan (ITAP) to procure IT hardware and software as needed to support the enterprise.
15% E	Establishes and regularly reviews goals, objectives, budget and staffing for OIS. Identifies appropriate staffing for new development and ongoing staffing. The incumbent regularly interacts with individuals at all levels in and out of the enterprise, resolves the most complex issues and makes oral/written presentations. Provides direction and support to subordinate managers and staff to establish processes, procedures, and partnerships that foster quality services to other Divisions within the Department. Actively participates in workgroups, including management teamwork groups, as scheduled. Presents information to Department executives, outside agencies (i.e. DGS, CDT, DOF, etc.) and others as needed. Ensures appropriate resources are identified and procured to ensure projects and assignments are completed on time and within the appropriate budget. Recommends, develops, proposes, and plans high-level sensitive projects or studies. Identifies issues and takes appropriate action. Develops staff and carries out OIS' succession plan strategies. Completes

	training plans, probation reports, and other personnel-related products in a timely manner.
5% M	The incumbent prepares various reports and/or correspondence regarding the status of IT projects, responses to inquiries, or other materials necessary for management and prepare personnel documents necessary in the recruitment, training, and evaluation of staff. Serves as an advisor on key governance bodies; and participates, as needed, in ad-hoc committees, work groups, and projects. Performs special assignments and other job-related duties as required.
	SPECIAL REQUIREMENTS Occasional after-hour work and travel to various offices and locations throughout the State of California may be required. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. KNOWLEDGE, SKILLS and ABILITIES: Knowledge and experience in information technology governance processes and procedures; procurement; contract negotiations; vendor management; and customer relationships management. Knowledge of State IT policies and direction. Strong communication, leadership, interpersonal, and problem-solving skills. Incumbent must have ability to: o Analyze and Formulate policies, procedures, and practices; o Interface with business, technical, and policy-administrators personnel and management; o Plan, organize, and to provide oversight and leadership to the work of multi-disciplinary professional staff.