

Duty Statement

Classification: Information Technology Manager I		
Working Title: IT Contract Services Section A Chief		
Program: Enterprise Technology Services (ETS)		
Division: Information Technology Strategy Services		Branch: IT Contracts & Procurement
Section: It Contract Services Section B		Unit:
Office Location: 1500 Capitol Avenue, Sacramento, CA 95814		
COI Classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID: M01 Position Number: 802-383-1405-003
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>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.</p>		
<p>Job Summary:</p> <p>Under the broad administrative and policy direction of the Enterprise Technology Services (ETS), Information Technology Strategy Services Division (ITSSD), Information Technology Contracts and Procurement Branch (ITCPB) Chief, the Information Technology (IT) Manager I serves as the manager over the IT Contract Services Section B (ITCSS-B). The incumbent is responsible for the procurement and processing of the Department of Health Care Services (DHCS) IT contracts and IT interagency agreements including solicitation development, contract administration, contract management and all financials in support of IT contracts. The duties for this position are focused in the Budgeting, Procurement and Purchasing responsibility under Business Technology Management domain and Procurement and Contract Management responsibility under IT Project Management domain of California Department of Human Resources (CalHR) Information Technology Series Allocation Guidelines.</p> <p>The DHCS is the designated single state agency responsible for administering California's Medi-Cal Program, Medi-Cal is California's Medicaid program. Medi-Cal is a public health insurance program which provides needed health care services for low-income individuals including families with children, seniors, persons with disabilities, foster care, pregnant women and low-income people with specific diseases such as tuberculosis, breast cancer or HIV/AIDS. Medi-Cal is financed equally by the state and federal government. The Medi-Cal program spans across multiple California Health and Human Services (CHHS) departments and the DHCS defines California's Medicaid Enterprise System (MES) as the collection of systems and other technical components used by the business processes in the management of the enterprise. MES projects and systems outside of the department include but are not limited to the California Statewide Automated Welfare System (CalSAWS), State Hub, Case Management, Information and Payrolling System (CMIPS) and the California Healthcare Eligibility, Enrollment and Retention System (CalHEERS).</p>		
<p><i>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.</i></p>		

Description of Duties:	
% of Time	Essential Functions
45%	<p>The incumbent is responsible for DHCS procurement of IT contract services, IT interagency agreements, and ensures all requests are in compliance with ETS policies and procedures along with State and Federal laws, policies, regulations, and procedures, and for the overall day-to-day administration and management of the unit. The incumbent also serves as the subject matter expert (SME) in IT contracts and provides operational and functional supervision in the delivery of complex and/or sensitive assignments entailing the planning, budgeting and execution of complex IT contracts, provides oversight, direction, assistance, and support to staff, and establishes and implements short and long-term goals, objectives, policies, and operating procedures. The incumbent is expected to serve as the first reviewer for solicitation documents, ensuring accuracy, quality, completeness, and compliance to statutes, policies, and procedures. It is the expectation of this position to fully understand and possess the ability to complete all workload in this unit and during critical fiscal year-end deadlines, this position will perform a heavy workload while directing and overseeing all IT contracts.</p> <p>IT Contracts Responsible for creating, implementing, and operating the IT contract management functions, including the policies and tools to be used by these functions. Oversees the management of all IT contract activities, including IT related interagency agreements. Administers, organizes, directs, guides, and reviews the work of subordinate staff in accordance with the Department of General Services (DGS), the Department of Technology (CDT), and federal policies, procedures, processes, and regulations in order to meet program goals by establishing performance expectations. Assigns workload, provides complete direction, assesses the quality of work, and provides on-the-job training in regard to job requirements, methods, priorities, and deadlines. Establishes and maintains assignment priorities. Resolves complex administrative and managerial problems. Develops and evaluates alternatives and analyzes data and presents information in writing and verbally. Personally develops and documents the more complex procurements and contracts. Writes and reviews the solicitation documents to meet all requirements for competitive and non-competitive IT procurements and contracts. Participates, drafts, and reviews evaluation materials including leading the evaluation process and act as an evaluator when applicable. Facilitates negotiations. Directs and manages IT contracts including thorough documentation of all administrative, technical, and business requirements, contract deliverables, amendments, and detailed financial expenditures and projections. Manages the entire IT contract lifecycle using the appropriate procurement vehicle. Ensures that risks are identified and managed and detailed high-level schedules are drafted, updated, and followed. Participates and reviews funding requests and reports (e.g., Advanced Planning Documents, Budget Change Proposals, IT Cost Report, and Policy Changes). Collaborates with Department of General Services (DGS), California Department of Technology (CDT), DHCS Legal, and DHCS Contract Division and other business partners to provide overall direction and solutions on contract strategies to ensure contracts are processed timely and in compliance with contract auditing standards and best practices. Develops and implements</p>

Description of Duties:	
% of Time	Essential Functions
20%	<p>strategies to address audit findings and minimize protests. Participate in the Project Approval Life (PAL) Cycle process. Provide guidance related to project contract procurements. Participate in meetings and workgroups, as needed.</p> <p>Regulations, Policies, Procedures, Governance Oversees the technical aspects of the acquisition for IT services for the department in accordance with state, federal, and departmental procurement guidelines. Provides staff guidance consistent with existing policies and ensures uniform interpretation and compliance with applicable laws, statutes, regulations, and government codes. Acts as a first reviewer and assesses each request for IT contract services submitted by department programs to ensure accuracy, consistency, and completeness while meeting technical requirements and standards. Responsible for ensuring that staff follow state and other regulatory agencies rules and regulations regarding procurement activities specifically, but not limited to, State Contracting Manual, State Information Management Manual (SIMM), State Administrative Manual (SAM) Public Contract Code (PCC), Government Code (GC), California Code of Regulations (CCR), and federal regulations. Recommends and presents changes to contract requirements. Provide contract administration and management guidance to ensure contractor performance is consistent with scope, schedule, and costs and that amendments are negotiated, approved, and executed.</p>
20%	<p>Process Improvement Evaluates, proposes, and implements process in IT contract management to increase customer satisfaction and service. Makes recommendations to executive management regarding high-risk solicitations, complicated administrative and/or technical requirements, terms and conditions, and negotiations. Monitors updates to contract policies and make recommendations to implement those updates to ensure consistency with State and federal laws and regulations. Makes recommendations to state control agencies related to contract requirements and language for solicitation documents. Responsible for the development, implementation, and maintenance of procedures, manuals, guides, forms, and boilerplate language. Oversee the monthly development of statistical dashboards and routine ad hoc reports for executive management. Ensure reports are accurate and delivered timely to executive management. Personally performs technical analyses and completes sensitive assignments. Oversees the update and maintenance of several mandatory department forms and templates. Develop and provide training and guidance in contracting process and contract management.</p>

Description of Duties	
% Of Time	Essential Functions
10%	<p>Reports</p> <p>Manage and complete all drills and reports as required by, but not limited to, DHCS, DGS, and CDT.</p>
% Of Time	Marginal Functions
5%	<p>Other Duties</p> <p>Recruit, hire, train, develop, review and retain competent professional staff that possess an adequate level of specialized expertise to support the IT Procurement and Contracts Branch. Assess training needs, develop and implement training plans, and conduct annual performance evaluation. Identify and resolve staff performance issues.</p> <p>Other duties as required.</p>

Supervision Received: Under General Supervision by the (enter supervisor classification):
Information Technology Manager II, ITM II

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None

<input type="checkbox"/> Clerical Staff	<input checked="" type="checkbox"/> Analytical Staff	<input checked="" type="checkbox"/> Technical Staff
<input type="checkbox"/> Professional Staff	<input checked="" type="checkbox"/> Supervisory Staff	<input checked="" type="checkbox"/> 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:

Leadership

- A solid background in project management leadership is essential. This includes managing complex projects, large teams, and overseeing multiple projects simultaneously.
- Ability to set policy, strategic direction and best practices in the delivery of complex information technology projects.
- Excellent relationship management skills across a diverse range of stakeholders, particularly at senior levels.
- Demonstrate strong influencing, negotiation and communication skills (written, verbal, presentation).
- Ability to exercise good critical thinking skills to guide decision making and managing challenging problems and issues before recommending solutions.
- Ability to communicate professionally and effectively, both verbally and in writing.
- Ability to identify and troubleshoot issues and mitigate risks that become barriers to timely completion of DHCS strategic priorities and workloads.
- Highly organized and analytical, with the ability to manage workflow in a deadline-oriented environment.
- Highly collaborative, with keen ability to listen to other perspectives and work as a team to identify and deliver solutions.
- Servant leader with the ability to motivate teams and set clear priorities.
- Ability to exercise a high degree of initiative; have independence of action and originality; demonstrate tact and exercise sound judgment that recognizes the best interests of the State and our work efforts.
- Ability to develop and maintain effective and cooperative working relationships.
- Ability to easily adapt to changing priorities.

Administrative support services

- Meeting facilitation for large, complex stakeholder groups
- Public speaking, including for Senior Executive Briefings and Presentations
- Preparation of Briefing Materials, including for Legislative Briefings
- Contract management for enterprise contracts
- Contract procurements of goods and services
- Work Order Authorization coordination
- Oversight coordination including with CDT and DGS state project approval and procurement processes
- Budget development and management
- Advanced Planning Document Development
- Budget Change Proposal Development

Other

- Project Management Professional (PMP) certification.
- TOGAF certification
- Willingness to develop and follow agile workload management practices.
- Experience using agile framework tools, including use of Jira to support status and other workload reporting.

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:
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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:
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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:
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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:	<p>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%.</p> <p>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'.</p> <p>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.</p>
Supervision Received:	<p>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.</p> <p>Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice.</p> <p>Under Supervision: The position is subject to continuous and direct control.</p> <p>Under General Supervision: The position is subject to a minimum of continuous and direct control.</p> <p>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 journey person or fully qualified worker.</p> <p>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.</p> <p>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.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
Special Requirements:	<p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>
Desirable Qualifications:	<p>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.</p>

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:	<p>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.</p> <p>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).</p>