

Proposed

Department of Health Care Access and Information Duty Statement

Employee Name Vacant	Organization Office of Information Services (OIS) Planning and Management Branch Project Planning Section Innovation Team	
Position Number 441-175-1404-XXX	Location Sacramento	Telework Option Hybrid
Classification Information Technology Supervisor II	Working Title IT Acquisition and Budget Management Supervisor	

General Description

This is the full supervisory level. Under general direction incumbent plans, organizes and directs the work of one or more information technology (IT) programs or units, and may occasionally perform the most difficult or sensitive work. This level directly or indirectly supervises all lower level information technology and support staff performing work in any domain or combination of IT domains. At this level, the incumbent may also: identify, document, and monitor defined service levels and performance management standards; manage contracts; ensure compliance to project management standards; develop scope of work; and participate in vendor/product solution evaluation and selection.

In addition to the variety and scope of the IT Supervisor I, the Supervisor II is responsible for supervising multiple operational groups. This level serves as second level manager over operational areas and contributes to workforce planning, budgeting, succession planning; multiple day-to-day operations in a single or multiple domains. The IT Supervisor II performs the following Business Technology Management and Information Technology Project Management functions:

- Plan, organize, and direct the day-to-day activities of IT staff within Management Services and Innovation Group, including, but not limited to all activities related to acquisition of IT and goods and services through all phases of the Project Approval Lifecycle process.
- Manage post award phases such as maintenance and operations, contract administrative changes, amendments, and non-competitive bid.
- Maintain relationships with customer portfolios and critical partners/stakeholders, focus on customer delivery, business needs, mission statements.
- Responsible for the facilitation, reconciliation and resolution of the State's and/or vendors' concerns relative to administrative, functional, non-functional, and technical requirements, while maintaining competition (as applicable) in accordance with State and Federal laws relating to procurement and contracting activities.
- Negotiate major changes to contracts and/or procurement vehicles on behalf of the State.
- Report on the financial health and needs of OIS, including assist in developing Budget Change Proposals (BCP) and creating other oversight IT reports
- Mentor, research, analyze and maintain knowledge of trending technologies
- Establish procurement vehicles and formulate innovative procurement methodologies for the acquisition of IT goods and services
- Participate in vendor or product solution evaluation and selection.
- Identify, document, monitor and measure the performance and effectiveness of technology services using tools and methodologies.
- Perform contract management to ensure the terms and conditions are met.

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- Develop scope of work, cost analysis and estimates for IT acquisitions. Specify procurement requests to acquire IT related goods and services.
- Understand project management life cycle relating to IT procurement.
- Understand grants and federal reimbursement processes

The incumbent is responsible for planning and managing enterprise initiatives, technology projects, and related administrative activities including portfolio and project management, business analysis and process management, organizational change management, IT budgets and contracts, and legislative analyses. This involves planning, organizing, coordinating, and directing the activities of the senior analysts, technical leads, and project teams. The incumbent engages in close collaboration with IT Operations, Data Operations, Healthcare Analytics, HCAI governance, division management, executive staff, and other key stakeholders to ensure the Office of Information Services (OIS) meets identified performance objectives and drives value to business outcomes across the enterprise.

The incumbent is responsible for developing teams and staff to achieve a high level of competence in project management, systems development lifecycle methods, timely contracts and procurement processes, and service quality. The incumbent monitors and evaluates project team performance to ensure necessary services and support are delivered.

The incumbent contributes toward the evolution of ISD into a customer-focused, business-driven, service delivery organization by modeling HCAI core values, and by offering constructive feedback to others in the Division regarding the adoption of those values.

Supervision Received	Under general direction, incumbent reports to the IT Manager I, Project Planning Section.
Supervision Exercised	Direct reports include Information Technology Specialist I's, and Information Technology Associates.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Job Duties

E = Essential, M = Marginal

30%	E	<p>Supervision and Unit Administration</p> <p>Plan and direct work organized into primary components of IT procurement planning and budget management, and legislative analyses. Evaluate the performance of employees to ensure acceptable job performance; work with each employee to develop required skills to meet and exceed job requirements. Assign projects and tasks, monitor and evaluate the performance of unit staff, and review and/or prepare unit training plans. Handle all unit administrative matters, including but not limited to personnel, contracts, budgeting, and review and approve unit purchasing requests. Design and implement plans to train staff in supported and planned</p>
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		technologies and methods as defined in the HCAI Enterprise Architecture (EA). Employ approved methods to recognize and promote exceptional individual performance and teamwork.
30%	E	<p>IT Budget and Procurement Planning Management</p> <p>Plan, organize, direct, and implement the primary components of IT Planning, including organizational change management, IT acquisitions and budgets, and legislative analyses. Lead and oversee the planning and implementation of critical IT work efforts and resolve resource challenges as necessary. Administer and manage the IT project portfolio; monitor and evaluate project delivery and performance; and oversee service resource allocation and resolve resource-priority conflicts. Perform vendor management to ensure the delivery of IT goods and services using applicable verification techniques in accordance with contract terms and condition.</p> <p>Participate in strategic planning to improve organizational efficiency. Provide advice and guidance on new legislative changes, regulatory changes, and policies and/or procedures that impact the acquisition of IT goods and services. Consult with executives on IT procurement issues and policies. Develop strategy to assist portfolio managers to properly plan, budget and implement projects following the Statewide Information Management Manual (SIMM) requirements for project management. Actively participate and act as a Subject Matter Expert (SME) in the development of statewide policies and procedures for the acquisition of IT goods and services, in accordance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Codes (PCC), State Information Management Manual (SIMM). Work closely with business partners and stakeholders to ensure IT projects are designed based on business requirements and developed to deliver services based on user-centered needs. Develop scope of work and provide cost analysis and estimates for IT acquisitions. Maintain contract and purchase documentation related to IT goods and services for traceability and transparency using standard record management processes. Administer IT acquisitions, ensuring timely purchases and contracts that are coordinated and communicated among customers and stakeholders. Manage IT budgets and IT cost reporting. Oversee analyses in response to legislation and budget change proposals on behalf of OIS.</p> <p>Identify, develop, and execute strategies to ensure effective coordination between IT Planning staff, project teams, product owners, customers, and end-users.</p>
30%	E	<p>Customer and Stakeholder Relations Management</p> <p>Establish and maintain positive relationships with division management, executive staff, and other key stakeholders. Resolve critical issues with customers and stakeholders. Drive effective communications across the enterprise and promote consistency, transparency, and a unified message that conforms to HCAI values. Establish mutually respected relationships with the key stakeholders in the business. Learn business processes and establish trust among partners that IT Planning services are well managed and delivered successfully. Drive toward a proactive relationship where IT planning staff help business partners execute on their strategic goals and projects. Develop, document, disseminate and update the policies and procedures, which address effective governance and compliance of the organization's business programs. Establish and execute an IT acquisitions communication plan</p>
5%	E	<p>Enterprise Architecture Planning</p> <p>Participate with other IT managers and senior management to plan, organize, and implement an EA strategy roadmap. Proactively integrate the work of portfolio and project management into the EA practice, optimizing the value of IT services and maximizing positive business outcomes.</p>
5%	M	Perform other related duties as required.
Other Expectations <ul style="list-style-type: none"> Demonstrate a commitment to performing duties in a service-oriented manner. 		

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- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date