

## POSITION STATEMENT

### **California Department of Food and Agriculture Information Technology Services Division Information Technology Manager I Duty Statement**

#### **I. Program/Position Identification**

The Information Technology Services Division (ITSD) is responsible for the oversight and management of all information technology and telecommunications activities including, but not limited to, information technology, information security, and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. ITSD is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that ITSD provides encompasses the areas of Technology Governance, Application Development Services, Customer Support and Services, IT Infrastructure Operations, Enterprise Architecture, Procurement, and Information Security. ITSD provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.

Under general direction of the Information Technology Manager II (IT Manager II), the Information Manager I (IT Manager I) is the manager of the Portfolio and Project Management Section (PPMS) and is responsible for the most complex and critical management functions of staff in support of general Project Management, Business Analysis, Product testing, Project Governance, and Customer and Business Relationship Management, providing mission critical project support and services to the Department's Divisions. The IT Manager I performs a variety of complex functions as they relate to managing staff planning and execution of information technology projects; ensuring that project plans and schedules are developed, resources are allocated, project estimates are developed and validated, and State required processes are adhered to; business analysis efforts, ensuring that business needs and objectives are thoroughly understood and recommendations are developed appropriately; product and project testing strategy and efforts are developed and managed; leading and facilitating department-wide IT Project Governance efforts and various workgroups, ensuring that stakeholders are engaged effectively and ITSD activities meet organizational objectives; interfacing with control agencies including California Department of Technology (CDT), Department of Finance (DOF), and Legislative Analyst's Office (LAO) to facilitate critical project work with oversight or external-facing components; and building and maintaining positive relationships with a wide variety of Cdfa programs and customers.

The IT Manager I develops and implements information technology standards, processes, and procedures in support of project management, business analysis, and governance and outreach activities. The IT Manager I must conduct business activities in a professional manner that results in superior customer satisfaction and serves in both a leadership role and

as an oversight role to ensure highly successful business and technical outcomes. The IT Manager I is responsible for coordinating the activities of multiple complex project initiatives across the Department that span multiple disciplines, involve multiple different complex technical environments, and achieve critical business objectives that are vital to the Department's core mission and business objectives. The scope of this position encompasses functions or processes primarily in the Information Technology Project Management domain and secondarily in Business Technology Management, Client Services, Information Security Engineering, Software Engineering, and System Engineering domains.

As a leader in State government, the incumbent is responsible for developing and inspiring their workforce and delivering great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; and foster loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

<b>Classification:</b>	<b>Information Technology Manager I</b>
<b>Working Title:</b>	<b>Portfolio and Project Management Section Manager</b>
<b>License or Other Requirement:</b>	<b>None</b>
<b>Position Number:</b>	<b>014-015-1405-004</b>
<b>Division/Branch:</b>	<b>ITSD</b>
<b>Location:</b>	<b>Sacramento</b>
<b>Date Prepared:</b>	<b>April 2025</b>
<b>Work Hours/Shift:</b>	<b>Full-time 40 hours (Monday – Friday) 8-hour day shift</b>

## II. Essential and Non-Essential Job Functions

### A. Essential Job Functions

#### **Function #1: Management and Leadership** **25%**

- Participate as an active member of the ITSD Management Team; work collaboratively with the ITSD management team and staff.
- Brief and advise management, exercise a high degree of initiative, independence of action

and originality, and demonstrate tact and good judgment.

- Formulate and monitor organizational information technology policy and activities.
- Plan, organize, and collaborate with the work of multiple information technology offices.
- Communicate effectively to develop and maintain effective and cooperative working relationships across CDFA.
- Lead by adapting easily to changing priorities and maintaining consistent, predictable attendance in the performance of duties.
- Develop staff and implement department and Division succession plan strategies.
- Complete training plans, probation reports, and other personnel-related products in a timely manner, according to the CDFA Administrative Manual.
- Manage administrative activities for group staffing and budgeting.
- Plan group's workload and maintain staff time estimates for projects and line of business activities; prepare and provide weekly status reports.
- Demonstrate knowledge on laws, rules, regulations, and policies including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to lines of business.

## **Function #2: Project Management Office**

**20%**

- Formulate and administer all organizational information technology policy and activities related to project management, of which the policies and activities have significant impact to mission-critical initiatives within the Department as well as statewide impacts to a wide variety of constituents and external stakeholders.
- Plan, organize, and direct the work of the Project Management Office, to ensure proper execution of the Department's mission-critical project efforts and that both organizational and statewide control agency policies are adhered to.
- Ensure CDFA activities are executed accordingly to established statewide policy with respect to CDT Project Approval Lifecycle (PAL) and Independent Project Oversight requirements.
- Recruit, hire, train, and manage Project Management staff resources.
- Develop work assignments, set priorities, direct the work of assigned staff and adjust as necessary due to changing priorities.
- Develop CDFA Project Management processes, procedures, standards, and tools, and ensure that Project Management activities leverage industry best practices, such as Project Management Body of Knowledge (PMBOK), to facilitate appropriate application of technology solutions to solve business problems and meet organizational objectives.
- Manage the development and maintenance of all project plans using the defined Project Management standards and tools.
- Review and assess project fiscal and resources needs and develop necessary budgetary actions, as necessary, to ensure effective use of resources and sufficient funding for project success.

- Direct and provide critical project status updates to departmental management as necessary.
- Meet and confer with management, staff, and Division customers and the IT Governance Committee to identify and provide status on project management needs.
- Maintain CDFA's Enterprise Project Portfolio, to report and track project status and various related data points.
- Facilitate effective communications and cooperation with CDT and DOF, to ensure oversight requirements are met, information is shared effectively with these critical stakeholders, and obstacles are addressed to ensure success of CDFA IT projects.
- Provide oversight for vendors and contracts with respect to Project Management and Software Development Lifecycle activities to meet organizational objectives, including related contract development, evaluations, management, and financial tracking for contract resources and project expenditures.

**Function #3: Business Analysis and Quality Control Office**

**20%**

- Formulate and administer all organizational information technology policy and activities related to business analysis and quality control/quality assurance, of which the policies and activities have significant impact to mission-critical initiatives within the Department as well as statewide impacts to a wide variety of constituents and external stakeholders.
- Plan, organize, and direct the work of the Business Analysis/Quality Office, to ensure proper execution of the Department's mission-critical project efforts and that both organizational and statewide control agency policies are adhered to.
- Recruit, hire, train, and manage Business Analysis and Quality Control staff resources.
- Develop work assignments, set priorities, direct the work of assigned staff and adjust as necessary due to changing priorities.
- Lead the Business Analysis and Quality Control team efforts for elicitation and investigation of business needs and objectives.
- Establish standards and tools to support business analysis and quality control functions and facilitate further activities in technology solution implementation, including IT Work Intake.
- Ensure Business Analysis activities leverage industry best practices, such as Business Analysis Body of Knowledge (BABOK), to facilitate appropriate application of technology solutions to solve business problems and meet organizational objectives.

**Function #4: Governance and Outreach**

**20%**

- Lead the development, chartering, organization, and execution of Enterprise IT project Governance, IT project Standards, and related technology-focused or technology-related workgroups.
- Create and manage staff in the creation of assets to support project governance and workgroups, including presentations, technical white papers, detailed analysis on business problems and needs, and solution analysis which requires review by governance.
- Manage participation and engagement of committee members and other stakeholders to ensure project governance and other technology-related decision-making bodies can

operate effectively and meet organizational objectives.

- Lead and facilitate discussions with CDFA Legislative Affairs and Legislative Analyst's Office to ensure effective communications and decision-making on project-related funding requests and other changes related to IT project-related topics which require input at the legislative level.

**Function #5: Customer and Business Relationship Management** **10%**

- Lead Project Managers and Business Analysts in developing and maintaining positive relationships with a wide variety of stakeholders and customers.
- Conduct and lead outreach, information and data gathering, and interactive discussions to understand CDFA program activities and challenges.
- Apply lessons learned and knowledge of CDFA program activities and challenges to meet organizational objectives by applying technology solutions in an intelligent and sustainable way.

**B. Non- Essential Job Functions**

**Function #6: Miscellaneous Duties** **5%**

- Perform other job-related duties as requested by supervisor.

### **III. Work Environment**

The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for extended periods of time and operate a personal computer utilizing a mouse and keyboard.

The incumbent must be able to give presentations, participate in meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently to move or position objects.

Travel to various CDFA facilities and sites throughout the state as needed using various means of transportation systems; overnight stays and weekend and off-shift work may be required.

**Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.**

### **IV. Other Information**

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 thirty (30) days of appointment, on an annual basis, and upon vacating the position. The incumbent must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each numbered year. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

**V. Employee's Statement:  
(Initial applicable statement)**

\_\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

**OR**

\_\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

\_\_\_\_\_  
Employee Signature<sup>2</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**CC: Employee  
Official Personnel File  
Supervisor's Drop File**

1 A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

2 Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.