



OFFICE OF THE INSPECTOR GENERAL
Classification
Duty Statement

Classification Information Technology Manager II	Working Title Chief Information Officer
Office/Unit/Section Information Technology Unit	Team
Position Number 297-001-1406-301	Region/Geographic Location Sacramento
Incumbent VACANT	Effective Date

SECTION A: GENERAL DESCRIPTION

Under the administrative direction of the Chief Deputy Inspector General, the Chief Information Officer (Information Technology Manager II (ITM II)) is responsible for the development, management, and implementation of IT activities in support of the business goals and objectives of the OIG and its stakeholders. The incumbent is responsible for managing the OIG's Information Technology portfolio of all domains belonging to the Information Technology Unit (ITU). The incumbent is responsible for developing and managing internal ITU processes and the IT budget, IT policy, IT strategic plans, and IT recovery plans. The incumbent provides supervision and a high-level of technical leadership that ensures enterprise services and applications are delivered timely and securely. The incumbent acts as a liaison with external stakeholders on behalf of the OIG. The incumbent regularly advises and updates the Inspector General regarding all ITU projects and receives direction from the Inspector General regarding ITU priorities.

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

35%	(E) – Provides oversight and leadership for technology projects and initiatives; identifies and prioritizes technology initiatives in support of the OIG's mission; provides guidance to executive staff in the assessment and analysis of complex technical solutions; formulates policy, recommends innovations, and has decision-making authority for increased efficiency related to OIG and statewide technology initiatives; responsible for all planning, budgeting, development, implementation, and management of IT resources within all ITU domains, including the Business Technology Management, Help Desk, Client Data Services, Information Security, Software Development, DevOps, Infrastructure/System Engineering, Quality Assurance, and IT Project Management domains; manages the development, implementation, and monitoring of the OIG's strategic, operational recovery and disaster recovery plans; formulates and implements internal processes to manage the creation, delivery, and organization of IT projects; manages access to ITU resources; reviews and prioritizes recommendations related to information security risks.
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30%	(E) – Performs the full range of supervisory duties by evaluating the performance of ITU staff; responsible for planning, organizing, directing, and reviewing the work of ITU staff; supervises technical staff and consultants responsible for the research, selection, installation, configuration, and maintenance of cloud, on-premise and hybrid infrastructure and services; supervises application development staff and consultants responsible for the selection, development, integration and maintenance of all software applications; oversees and participates in the development of processes, plans, schedules, standards, and policies for IT projects.
20%	(E) – Consults with OIG managers and supervisors in support of each unit’s information technology initiatives; acts as a liaison with control agencies, vendors, and business partners for the purpose of innovating, extending, improving, and resolving technology issues; acts as a liaison between the OIG, the California Department of Corrections and Rehabilitation (CDCR), and the California Correctional Health Care Services (CCHCS) facilitating integration with and access to CDCR and CCHCS data and IT resources; meets regularly with CDCR’s Deputy Director of Enterprise Information Services. Communicates with ITU staff, OIG management, and OIG staff regarding IT initiatives and technology issues.
10%	(E) – Responsible for managing IT procurement, asset inventory, contracts, software licenses and service contracts.
5%	(M) – Participate in staff meetings, perform presentations, provide work status reports, coordinate, and collaborate with control agencies and other state agencies, and perform other duties as assigned; travel to regional offices; perform work after hours and on weekends.

SECTION C: SUPERVISION RECEIVED

The Information Technology Manager II is supervised by the Chief Deputy Inspector General.

SECTION D: SUPERVISION EXERCISED

The Information Technology Manager II directly supervises two Information Technology Manager I staff and a small number of information technology staff, contract personnel, and student assistants.

SECTION E: OTHER INFORMATION

The incumbent must possess good communication skills, use good judgment in decision-making, make timely decisions, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The individual occupying this position has access to confidential or sensitive information is expected to always maintain the privacy and confidentiality of such information.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name & Classification