

DUTY STATEMENT

Classification: IT Manager I			
Working Title: Agile Delivery Manager			
Program: Enterprise Technology Services (ETS)			
Division: Medi-Cal Enterprise Systems Modernization		Branch: Factory and Engineering	
Section:		Unit:	
Office Location: 1500 Capitol Avenue, Sacramento, CA 95814			
COI Classification:		CBID: M01	Position Number: 802-363-1405-XXX
Telework Eligible:		Maximum Telework Days: (generally up to 3 days per week) 3 days per week	
Bilingual Position:		Specify Language: Not Applicable	
<p>This position requires the incumbent to maintain consistent and regular attendance which includes in-person and/or site-based; 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. The DHCS standard for hybrid work is a minimum of two days per week in-person and site-based and up to three teleworking days per week. OR This position may require regular in-person and site-based attendance up to the maximum telework days.</p>			
<p>Job Summary:</p> <p>Under the general direction of the Factory and Engineering Branch Chief, the Agile Delivery Manager will lead efforts to modernize legacy IT delivery models by guiding teams through the transition from traditional waterfall practices to agile and iterative delivery approaches. The incumbent will serve as a critical liaison between delivery teams, program stakeholders, and executive leadership, ensuring timely and transparent communication of priorities, timelines, and delivery progress.</p> <p>DHCS is the designated single state agency responsible for administering California's Medicaid Program (Medi-Cal). 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 & Human Services (CHHS) departments and 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.</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
35%	<p>Agile Strategy and Implementation:</p> <ul style="list-style-type: none"> • Develop and implement Agile delivery strategies for legacy applications, including communication, coaching, and change management. • Ensure that Agile principles and frameworks are effectively implemented and followed by the teams. • Facilitate agile ceremonies such as daily stand-ups, sprint planning, and retrospectives. • Identify and address any impediments or roadblocks that may hinder the team's progress, ensuring that they can work efficiently. • Coordinate between various teams and stakeholders to ensure smooth communication and collaboration throughout the product lifecycle. • Monitor the team's performance and progress through metrics and reports, helping to identify areas for improvement. • Manage team resources effectively, including team capacity and workload distribution.
30%	<p>Communication and Risk Management:</p> <ul style="list-style-type: none"> • Coordinate and communicate delivery roadmaps, key milestones, and shifting priorities to executive leadership and business stakeholders. • Proactively identify delivery risks, dependencies, and blockers, and resolve them through coordination with internal and external teams.
30%	<p>Team Leadership and Management:</p> <ul style="list-style-type: none"> • Lead and manage multidisciplinary IT teams to deliver user-centered digital services. • Act as a change agent in maturing agile practices across the organization by mentoring team leads and coaching staff and leadership. • Provide guidance and support to team members, fostering a culture of learning and continuous improvement within the delivery teams.
% Of Time	Marginal Functions
5%	Other duties as assigned.

Supervision Received: Under General Supervision by the (enter supervisor classification):
IT Manager II

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff 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:

- A bachelor's degree in Computer Science, Information Technology, Business Administration, or a related field.
- Relevant certifications such as Certified ScrumMaster (CSM), Agile Certified Practitioner (PMI-ACP), or SAFe Agilist.
- Experience working in Agile environments, with a strong understanding of the Scrum framework.
- Strong understanding of software development processes and technologies, enabling effective collaboration with technical teams.
- Strong leadership skills with the ability to motivate, guide, and support cross-functional teams.
- Excellent verbal and written communication skills to effectively collaborate with team members and stakeholders.
- Strong analytical and problem-solving skills to identify issues and develop effective solutions.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	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.
Maximum Telework Days:	The amount of telework is at the discretion of the Department's operational business needs and subject to change consistent with DHCS' Telework Program and Government Code sections 14200 – 14203. Telework is available to California residents, and proof of residency may be required.
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>

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

Northern California (CA)	
Sacramento, CA	1501 Capitol Avenue (East End Complex), Sacramento, CA 95814
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA, 94102
Richmond, CA	850 Marina Bay Parkway, Richmond, CA, 94804

Central CA	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

Southern CA	
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA, 91730
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA, 91504
San Diego, CA	7575 Metropolitan Drive, San Diego, CA, 92108

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