

DUTY STATEMENT

Classification: Information Technology Manager II (ITM II)			
Working Title: Chief, Modernization Development Branch			
Program: Enterprise Technology Services (ETS)			
Division: Medi-Cal Enterprise Systems Modernization		Branch: Modernization Development	
Section:		Unit:	
Office Location: 1500 Capitol Avenue, Sacramento, CA 95814			
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID: M01	Position Number: 802-361-1406-XXX
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 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>			
Job Summary:			
<p>Under the broad administrative and policy direction of the Medi-Cal Enterprise Systems Modernization Division Chief, Enterprise Technology Services (ETS), the incumbent serves as the Modernization Development Branch Chief. The Incumbent will manage and lead Engineering Teams in the Development, Security and Operations (DevSecOps) in an agile and cloud environment. This position will provide the highest-level expertise by leading, managing, and coordinating MESMD agile or digital projects. This position will act as Technical Product Manager as part of Agile team and lead/participate in all scrum activities (i.e., sprint events, user story creation, user story acceptance, etc.). This position will manage, lead, and coordinate with designated DHCS representatives, Contractors, and Third-Party vendors to develop product roadmaps, backlogs, and measurable success criteria; and, participate in all activities related to releases, incidents, and defects, continuous integration/deployment, system monitoring to make sure security is a continuous part of the process.</p>			
<p>The Modern Development Branch Chief will manage and lead Engineers and Consultants in support of the DHCS MESMD Technical Environment which supports ETS applications, such as, Med Compass, Federal Draw and Reporting (FDR), California Automated Recovery Management (Cal-ARM) and Claims systems. The Incumbent will manage the deployment of enhancements, bug fixes etc. that are coordinated based on release schedules/priority, operations (DevOps) and/or “continuous delivery” model for system development and system management for the DHCS MESMD enterprise and Modern Development Environment (MDE) Core. Responsible for the planning, management, and execution of technical vision, related developing, and operating continuous integration and process automation.</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
40%	<p>Leadership & Management</p> <ul style="list-style-type: none"> • Manage and lead Engineering Teams and Contractors in designing cloud system architecture and application architectures supporting multiple platforms and applications. • Manage and lead Developers and Architects in resolving technical problems/issues; facilitate communication between Factory, Engineering and Architecture personnel and Contractor staff; track and resolve project dependencies and critical path. • Serves as a Technical Product Manager managing and leading and/or participating in all scrum activities (i.e., sprint events, user story creation, user story acceptance, etc.) the Agile development team. • As a Technical Product Manager within the Agile team, leads and/or participates in all scrum activities for application development. • Coordinates with designated DHCS representatives, Contractors and Third-Party vendors to develop product roadmaps, backlogs, and measurable success criteria. • Recruit, hire, train, and evaluate subordinate staff
40%	<p>Technical Implementation & Support</p> <ul style="list-style-type: none"> • Responsible for the continuous improvement and stability of the Infrastructure-as-code cloud delivery environment utilizing auto-scaling, container orchestration, system integration, configuration management, software release tools, technologies and standards. • Responsible for researching, implementing and supporting OpenSource software to facilitate efficient utilization of Cloud platforms. • Responsible for the management, planning, and execution of technical activities related to Cloud infrastructure, integration, data conversion, networking, disaster recovery, interface development, training, and testing. • Set direction for networking/systems design, development workflows, release management processes, and continuous integration/delivery pipelines. • Identifies and supplies evidence as required for Centers for Medicare and Medicaid Services (CMS) Certification.

Description of Duties	
% Of Time	Essential Functions
15%	<p>Compliance & Coordination</p> <ul style="list-style-type: none"> • Responsible for researching, planning and developing security policies, standards and procedures. • Lead and participate in activities that ensure continued security compliance with National Institute of Standards Technology, Federal Information Processing Standards, State Information Management Manual, State Administrative Manual and Health Insurance Portability and Accountability Act of 1996. • Ensure strategic alignment of technical design and architecture to align with security requirements, business needs, and direction. • Responsible for the management, oversight review and update of technical project deliverables and related-work products.
% Of Time	Marginal Functions
5%	Other duties as assigned.

Supervision Received: Under Administrative Direction by the (enter supervisor classification):
CEA B

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:

- Bachelor’s or Master’s Degree in Computer Science, Information Technology, or a related field.
- Relevant certifications in Cloud Architecture (e.g., AWS Certified Solutions Architect)
- Proficiency in managing cloud platforms (e.g., AWS, Azure, Confluent)
- Strong knowledge of networking principles, systems architecture, and design patterns.
- Experience with continuous integration and delivery (CI/CD) pipelines, infrastructure as code (IaC), and automation tools (e.g., Terraform, Kubernetes, Argo, Kubernetes)
- Proven ability to manage and lead diverse teams, including Agile development teams and contractors.
- Excellent verbal and written communication skills to facilitate collaboration and resolve technical issues among teams and stakeholders.

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