

DUTY STATEMENT

TECH 052 (REV. 08/2015)

PROPOSED

RPA NUMBER (HR USE ONLY)

16-098

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

SECTION A: Position Profile

A. DATE 10/13/2016	B. APPOINTMENT EFFECTIVE DATE
C. CURRENT POSITION NUMBER 695-420-1387-002	D. PROPOSED POSITION NUMBER (LAST THREE (3) DIGITS ASSIGNED BY HR)
E. DIVISION / BRANCH / UNIT / PHYSICAL LOCATION OF POSITION Information Technology Project Oversight Division (ITPOD) / Sacramento	
F. CLASSIFICATION Data Processing Manager IV	G. INCUMBENT NAME Vacant
H. SUPERVISOR NAME AND CLASSIFICATION Rebecca Stilling, Deputy Director ITPOD	I. POSITION REQUIRES A FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) Monday – Friday (8:00 am – 5:00 pm)	K. POSITION REQUIRES DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

SECTION B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Deputy Director for Information Technology Project Oversight (ITPOD) Division, the Data Processing Manager IV (DPM IV) is responsible for a portfolio of State agencies, departments, boards and commissions. This involves understanding the purpose & mission of these state entities, as well as their information technology capacity and capabilities. The incumbent has management responsibilities for the ITPOD staff assigned to the Branch. The incumbent directs and supervises staff in their assessment of highly complex and sensitive information technology projects, and in managing project oversight for the effective management of information technology (IT) projects. This includes corrective action and remediation planning with departments to resolve critical project performance issues. The DPM IV is responsible for the ongoing operations of the Branch which includes the review and approval of IT project and budget actions, the review of oversight assessments and recommendations, formation of the Branch practices and issue resolution. The DPM IV provides guidance to State IT project managers, Chief Information Officers, Agency Information Officers, departmental executives, control agencies, the Governor's office and the Legislature on actions to ensure project success. The incumbent also contributes to the development or change of state policy concerning IT Projects.</p>
60% of time performing duties	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>Manages professional staff; assigns and prioritizes workload; reviews and approves completed work products; and provides guidance and direction to staff regarding complex and sensitive technical issues concerning project and funding proposals and statewide IT project management and project performance. Ensures consistency in the application of information technology policies and procedures. Evaluates statewide IT project management and project performance, and determines oversight requirements for critical IT departments, projects and issues. Escalates unresolved critical proposal issues and project management issues as appropriate for action by the State Chief Information Officer.</p>
20%	<p>Participates with staff in sensitive IT meetings/hearings within the department, with the customer department and control agencies, the Legislative Analyst's Office, and the Legislature.</p>
15%	<p>Consults with the Deputy Director and other California Department of Technology staff on the significant, sensitive and controversial IT proposals and issues being evaluated and assessments being conducted.</p>
5%	<p>Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)</p> <p>Other related duties.</p>
	<p>Work Environment Requirements</p> <ul style="list-style-type: none"> The incumbent may be required to work outside of normal business hours and is required to carry a Blackberry or other mobile device. The incumbent must travel to customer department sites within Sacramento County.

Allocation Factors (Complete each of the following factors.)

Supervision Received: The incumbent receives general direction/supervision from the Deputy Director, ITPOD

Actions and Consequences: The ITPOD oversees highly sensitive and complex IT projects. Projects that impact the ITPOD total in the billions of dollars. Poor decisions, judgment, management, and/or recommendations regarding these projects could result in client dissatisfaction, significant budgetary losses to the State due to poor project planning and execution, and public embarrassment to the Department.

Personal Contacts: The DPM IV will have regular contact with the Legislature, Department of Finance, Department of Human Resources and Department of General Services. Other contacts include department headquarters leadership and business consultants to communicate program strategy, direction, and changes.

Administrative and Supervisory Responsibilities: (Indicate "None" if this is a non-supervisory position.)

The incumbent is responsible for the general supervision of the branch, delegating and reviewing work products, personnel assignments and staff development. Additionally, the incumbent will represent the Department at IT policy committees, legislative hearings, and IT project meetings.

Supervision Exercised: The incumbent provides general supervision to staff in the Data Processing Manager classifications.

Other Information

Desirable Qualifications: (List in order of importance.)

The incumbent is required to have an extensive knowledge of the State's IT policies, processes, practices, and direction for the effective and efficient delivery of IT services. The incumbent is required to be experienced in all aspects of project delivery, project estimating, and the project lifecycle including: concept, initiation, planning, execution, closing, maintenance, and operations. The incumbent must exercise a high degree of initiative, independence of action, and originality and must demonstrate tact and good independent judgment. S/he must possess:

- PMP Certification or other formal project management certification(s) desired.
- A strong understanding of project management methodologies and fundamentals
- Strong oral and written communication skills to effectively communicate on behalf of the Department of Technology.
- Strong leadership skills in a challenging environment.
- Ability to develop and maintain effective, cooperative working relationships.
- Ability to adapt easily to changing priorities, plan and project workload and allocate staff resources to meet work demands.
- Ability to evaluate complex studies proposing information technology solutions.
- Significant experience in IT project management.
- Extensive knowledge of State IT policies and practices
- Ability to analyze administrative problems, make decisions, and take effective action
- An understanding of or experience with the state budget process and experience with the feasibility study process.
- Technical experience and familiarity with technical specialties
- Demonstrated communication, analytical, and decision making skills
- Ability to establish priorities and complete multiple assignments to meet firm deadlines
- Knowledge and ability of employee supervision, training, development and personnel management

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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