

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

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**15-031**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Information Technology	3. CLASS TITLE Data Processing Manager II
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-400-1384-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Chief Deputy Director the Data Processing Manager II (DPM II), the DPM II acts as the Department's Chief Information officer (CIO). The DPM II will manage enterprise-wide applications and information systems for EMS Authority business functions. The DPM II plans, conducts, and coordinates complex information technology assignments; designs and applies new methods and solutions, and functions as the technical project manager. The DPM II will manage staff supporting web and desktop technologies in the department in addition to managing vendors and their corresponding contracts. The DPM II will supervise and direct the activities and tasks of senior and staff level subordinates.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p><b>Project Management, Facilitation, and Implementation</b></p> <ul style="list-style-type: none"> <li>Understand the business enterprise to include political and regulatory issues as well as its goals and mission.</li> <li>Conduct and/or participate in project meetings, including team, oversight, steering committee, section, executive, etc., as required.</li> <li>Oversee and facilitate design, building, testing and implementing new systems and/or enhancements to existing systems.</li> <li>Develop and/or review budget funding and tracking documents, to ensure sufficient project funding, accountability, and appropriate spending.</li> <li>Review and oversee unit's contract and procurement activities to ensure accuracy and appropriateness of statements of work, timeliness, and compliance with established rules and policies.</li> </ul>

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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<p>30%</p>	<p><b>Essential Functions (cont.)</b></p> <ul style="list-style-type: none"> <li>• Review and approve formal system requirement specifications and the project deliverables for each phase of the System Development Life Cycle (SLDC).</li> <li>• Provide leadership, continuity, and escalation path to resolve issue and ensure forward momentum of projects.</li> <li>• Take definitive responsibility for risk management, including analysis and mitigation strategies.</li> <li>• Participates in Governance and Priority Board Meetings and activities.</li> <li>• Establish and facilitate Program Area User Groups.</li> <li>• Understand general security concerns, data back-up and recovery procedures.</li> <li>• Oversee disaster recovery planning for IT solutions.</li> </ul> <p><b>Project Plans, Schedules, and Reporting</b></p> <ul style="list-style-type: none"> <li>• Develop, review and monitor project plans and project schedules; report on status, progress and deviations from schedules.</li> <li>• Develop contingency plans as needed for projects and for supported systems.</li> <li>• Approve and participate in Project Management Reviews; prepare and deliver timely project status reports for customers, management, and/or control agencies, as required.</li> <li>• Make presentations to all levels of EMS Authority Management, as well as, groups outside the EMS Authority.</li> <li>• Prepare/review Feasibility Studies, Special Project Reports, IT Procurement Plans, and Post Implementation Evaluation Reports, and others as needed; ensure reporting is completed within time lines established by Control Agencies and Departmental Budget Office whenever possible.</li> <li>• Respond to questions and issues, verbally and in writing, as appropriate.</li> </ul>
<p>20%</p>	<p><b>Supervision and Work Planning</b></p> <ul style="list-style-type: none"> <li>• Plan, schedule, and prioritize workload.</li> <li>• Review plans, designs, and system specifications.</li> <li>• Lead team efforts to develop solutions for common maintenance problems.</li> <li>• Identify alternative project resources.</li> <li>• Recruit, interview, and hire staff.</li> <li>• Define vision and mission for the section.</li> <li>• Develop unit budget, project unit expenditures, and track unit expenses.</li> <li>• Develop and manage the unit budget and provides direction/advice to the Administration Division Budget.</li> <li>• Identify training needs, develop unit training plan, monitor training taken and needed by staff, and ensure training is made available when possible.</li> <li>• Provide mentorship and on-the-job training to unit staff to enhance their subject matter expertise.</li> <li>• Ensure staff project time and effort, including overtime, is accurately reported and tracked using approved project management tools.</li> <li>• Manage contracts for services and contractors who provide services.</li> </ul>
<p>10%</p>	<p><b>Methodologies, Standards, Training, and Others</b></p> <ul style="list-style-type: none"> <li>• Lead and participate in the development of methodologies and standards.</li> <li>• Lead and participate in formal and informal training programs to strengthen project management and leadership skills.</li> <li>• Lead team meetings and other team activities as required.</li> <li>• Mentor staff in technical skills and methodologies.</li> <li>• Research, investigate and keep current on trends in Information Technology.</li> <li>• Ensure compliance to standards, procedures, and methodologies.</li> <li>• Understand security needs and ensure the security of information stored on EMS Authority systems.</li> </ul>

- Participate in various Departmental, Control Agency, and Statewide CIO meetings/activities.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's affirmative action objectives.

### **SPECIAL PERSONAL CHARACTERISTICS**

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

### **SPECIAL REQUIREMENTS**

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

### **DESIRABLE QUALIFICATIONS**

- Excellent work ethics.
- Positive attitude.
- Mature judgment, loyalty, poise, tact and discretion.
- Excellent customer services skills.
- Excellent organizational skills.
- Excellent leadership/supervisory skills
- Ability to address multiple tasks with changing priorities
- Understanding of the State Budget process and competent budget planning and management skills.

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, professional work attire.
- Daily and frequent use of personal computer and a variety of office software applications at a workstation.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local, and the federal government.
- Possess the ability to manage multiple tasks with changing priorities.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to travel on an occasional basis and occasionally work overtime.