

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA 11021-FI\$Cal

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY DGS FI\$Cal	POSITION NUMBER (Agency - Unit - Class - Serial) 306-600-1387-908
UNIT NAME AND CITY LOCATED DGS FI\$Cal Team	CLASS TITLE Data Processing Manager IV
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 2000 Evergreen Street, Sacramento, CA 95815
PROPOSED INCUMBENT (If known)	CURRENT POSITION

YOU ARE A VALUED MEMBER OF THE FI\$Cal TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE PROJECT 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 IMPROTANT TO EVERYONE WHO WORKS WITH YOU.

Under the administrative direction of the Department of General Services (DGS) Partner Business Executive (PBE), the Data Processing Manager IV serves as the DGS Assistant Partner Business Executive (APBE). The APBE will oversee and direct the operational activities of the DGS business and technical teams. The APBE work with the PBE to manage all aspects of the FI\$Cal project with a focus of delivering the DGS control functionality. The complexity of implementing DGS functionality into FI\$Cal requires the APBE to have a broad knowledge of the Systems Development Lifecycle (SDLC) and project management.

% of time performing duties | 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)

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.

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

Core Competencies

FI\$Cal is a matrix organization. The incumbent is working collaboratively in a team environment to carry out his/her duties and takes day-do-day direction from his/her project supervisor. Team members in a matrix organization will:

- Understand the relationship and work successfully and confidentially in the matrix
- Clearly identify and articulate risks and issues depending on the situation once identified
- Expediently support the mitigation or resolution of those risks and issues
- Collaboratively support those risks and issues in a cross-functional, matrix organization to develop solutions that are best for FI\$Cal and the State of California as a whole.

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

SUPERVISOR'S NAME (Print) Roger Anderson	SUPERVISOR'S SIGNATURE	DATE
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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 balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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35%	<p>ESSENTIAL FUNCTIONS</p> <p>In order to manager the DGS Business and Technical teams in FI\$Cal, the incumbent establishes, implements and monitors policies and procedures by using knowledge of, and having access to, current and changing technology practices and trends gleaned from the private sector, local, state and federal governments, and other state departments:</p> <ul style="list-style-type: none"> • Oversee the formulations, revisions, and approval of policies and procedures that are consistent with the FI\$Cal and DGS governance model to ensure compliance with laws, regulations, and statutes; • Oversees the DGS business and technology teams on the FI\$Cal project to implement DGS control functionality; • Evaluates, establishes and executes policies and procedures for all aspects of the FI\$Cal pertaining to DGS control functions; • Proposes and implements project strategies to maximize the best practices and increase the FI\$Cal project effectiveness in compliance with IT governance, policies and procedures and state laws and rules; • Reviews proposed legislation to determine impact on the operation of DGS and FI\$Cal, and provides recommendations on the process for implementing passed legislation.
30%	<p>In order to meet DGS and FI\$Cal goals and objectives, the incumbent manages and coordinates the daily operation of the DGS business and technology teams by providing direction, guidance, and leadership to subordinate staff, in accordance with DGS and FI\$Cal policies, procedures, and processes:</p> <ul style="list-style-type: none"> • Establishes and implements short and long-term goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness and makes changes required for improvement; • Communicates DGS and FI\$Cal goals, objectives and expectations; • Assigns workload to subordinate staff and provides comprehensive expectations on assignments, tasks, and desired outcomes; • Provide on-the-job training, mentoring, methods, priorities, and deadlines to staff members and approves formal training necessary to perform tasks effectively; • Evaluates progress towards successful completion of assignments or projects by assessing available resources with input from supervisors; • Monitors and manages fiscal resources allocated to DGS for the FI\$Cal project; directs the negotiations and development of contracts with private sector vendors and state agencies for technology services and products rendered; • Validates SI delivered functional and technical designs and coordinate with DGS and FI\$Cal staff to ensure that each design is built according to specifications; • Create white papers that provide technical alternatives to existing issues; • Act as a specialized consultant, conduct workshops and participate with the DGS and FI\$Cal teams on deficiencies identified during the review, specifications, design, configuration, deficiency correction, and documentation related to the ERP; • Trains and counsels staff on proper management policies and procedures, and consistency in application of state laws, regulations, and governance.
20%	<p>In order to establish and maintain effective communication channels, and to represent DGS as a FI\$Cal partner:</p> <ul style="list-style-type: none"> • Conducts, attends, and participates in meetings and briefings with FI\$Cal and DGS leadership; • Establishes and maintains cooperative relationships within DGS and Fi\$Cal through presentations, forums, meetings and other forms of communications. Serves as the DGS high-level operational contact for sensitive administration, statewide enterprise and/or critical program issues; • Informs the PBE, FI\$Cal Chief Information Officer, and FI\$Cal leadership of DGS IT operational activities and uses knowledge of current and new IT practices and resources, and their impact on DGS and FI\$Cal, to develop and recommend needed changes; • Acts as a member of the FI\$Cal leadership team, participating in policy making and project level decisions.

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10%	<p>In order to develop solutions to complex technology, organizational, and managerial problems, directs and coordinates the work of multidisciplinary staff and customer teams utilizing project management, communication, negotiation and leadership skills in accordance with DGS, FI\$Cal, and statewide governance models, laws, and rules:</p> <ul style="list-style-type: none"> • Conducts, attends, and participates in project steering committee meetings and briefings with Statewide and Departmental Executives; • Establishes and maintains project charters, scope, budget and timelines to meet the DGS and FI\$Cal critical goals and objectives; • Facilitate presentations for decisions in the FI\$Cal Projects Operational Decision Making Framework (ODMF) meetings; • Ensure IT security for enterprise projects maintaining the integrity and confidentiality of personal and enterprise data; • Troubleshoots issues that become barriers to completion of projects being on time, within budget and within scope.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Integrate information security policies and practices in everyday business processes and projects in compliance with DGS, FI\$Cal, and State of California Information Security and Privacy policy and standards. • Implement technical security in the architecture and design of new systems or modifications to existing infrastructure, networks, and systems. • Oversee the analysis of systems for security vulnerabilities and in collaboration with the DGS and FI\$Cal ISO in applying appropriate mitigation strategies. • Ensure the continuity of services through disaster recovery strategies to meet the needs of DGS and FI\$Cal. • Work with DGS and FI\$Cal to improving customer service through systems operation procedures and standard practices. <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> 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 IT; the departments goals and policies; a manager's role in complying with the departments Equal Employment Opportunity policies and practices.</p> <p><i>Ability to:</i> 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 Employment Opportunity objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge and ability to learn modern information technology processes • Knowledge and ability to learn and understand the technical aspects of modern information technology management systems • Ability to acquire and apply knowledge of information technology processes and systems to the business analyst function • Knowledge and ability to learn the fundamental processes of the State's administrative processes, accounting, budgeting, procurement, and human resources

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	<ul style="list-style-type: none"> • Thrive in a collaborative, dynamic matrix organization • Enjoy working in a challenging environment • Adjust to evolving priorities and challenges • Work as a team member to meet goals and objectives • Show dedication and have the ability to meet tight deadlines • Communicate diplomatically and effectively, both orally and in writing • Logically plan and organize the work • Establish and maintain effective professional working relationships • Use initiative and independent judgment in resolving issues • Recognize, support, and perform in the project environment • Ability to work under pressure to meet deadlines • Willingness to work excess hours to achieve project schedule requirements <p>ADDITIONAL QUALIFICATIONS The incumbent must possess the following required skill sets:</p> <ul style="list-style-type: none"> • Mastery level knowledge of the Systems Development Life Cycle methodology; • Knowledge of ERP; • Knowledge of the approval process for information technology projects; • Knowledge of principles of data processing systems design; • Ability to remain current with relevant technical industry trends, and their application to customer business requirements; • IT planning and coordination <p>INTERPERSONAL SKILLS</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES The incumbent will need to be on-site at the Project to carry out their duties. This position requires the ability to work under pressure to meet deadlines. The sensitivity of the Project may require excess hours to be worked to achieve Project schedule requirements. The incumbent should be available to travel as needed. The incumbent is expected to perform functions and duties under the guidance of the Project's core values. The incumbent provides back-up, as necessary, to ensure continuity of Project activities.</p> <p>This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. In an effort to maintain maximum efficiency, some workstations may not meet SAM recommended standards. This position requires daily use of a fax, copier, telephone, computer and general office equipment, as needed. This position requires use of a hand-cart to transport documents and/or equipment up to 15-20 lbs (i.e., laptop computer, reference manuals, solicitation documents, etc.). Due to the nature of the Project, this position requires the ability to handle stress. The incumbent must possess and maintain sufficient agility and endurance to perform the duties contained in this duty statement with or without reasonable accommodation. The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain good working habits and adhere to all policies and procedures.</p> <p>SPECIAL REQUIREMENTS The incumbent will use tact and interpersonal skills to develop constructive and cooperative working relationships with others (e.g., stakeholders, customers, management, peers, etc.) to facilitate communication, to improve the work environment, and increase productivity. The incumbent must maintain regular, consistent, and predictable attendance. Fingerprinting and background check may be required.</p>