

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 12035 FI\$Cal

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY DGS FI\$Cal		POSITION NUMBER (Agency - Unit - Class - Serial) 306-600-1381-925	
UNIT NAME AND CITY LOCATED Functional Services Office- Sacramento		CLASS TITLE Data Processing Manager I	
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 NUMBER (Agency - Unit - Class - Serial)	
YOU ARE A VALUED MEMBER OF THE FI\$Cal TEAM AND ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE PROJECT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED.			
Under the direction of a DPM III, this position: manages and performs complex IT activities related to the FI\$Cal Project; participates in teams/workgroups in related project areas; contributes and participates as a member of the Project Team responsible for the redesign and modernization of the State's business processes. Incumbent will use a broad and extensive knowledge of IT/ EDP management and control processes, programs, and organization, types and capabilities of EDP equipment and software, governmental accounting and budgeting, Statewide Procurement and Contracting, generally accepted accounting principles and procedures, and financial management and reporting functions (includes end-to-end processes, applying a working level knowledge of accounting, budgeting, procurement contracting, human resources); actively participate in business process redesign, and make decisions on behalf of DGS and FI\$Cal; will work in a team environment, w/many stakeholders; will communicate effectively; develop and maintain effective and cooperative working relationships; and easily adapt to changing priorities. .			
% 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. <i>(Use additional sheet if necessary)</i>		
	<p><i>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.</i></p> <p><i>DGS' Core Values and Employee Expectations 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, while protecting the interests of the State of California". DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</i></p> <p>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-to-day direction from his/her DGS and FI\$Cal supervisors. Team members in a matrix organization will:</p> <ul style="list-style-type: none"> • Understand the relationship and work successfully and confidentially in the matrix • Clearly identify and articulate issues when identified • Expeditiously resolve those issues • Collaboratively work on those issues in a cross-functional, matrix organization to develop solutions that are best for California as a whole <p>Through the efforts of this position and the Functional Services Office responsibilities include:</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
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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<p>% of time performing duties</p>	<p>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. <i>(Use additional sheet if necessary)</i></p>
<p>35%</p>	<p>Background Evaluation This position requires Background Investigation clearance.</p> <p>ESSENTIAL FUNCTIONS The following specific tasks are performed for the Project by this position relative to IT and EDP processes, analyses, management information systems, financial reporting, accounting, budgeting, procurement and contracting, and other financial management related work and include all the related integration points and affected business functions.</p> <p>This position will directly perform, supervise, and/or lead a group of data processing analysts and allocate staff resources to meet demands in the performance of their specific duties. Candidates must be able to perform the following essential functions with or without reasonable accommodation.</p> <p>Specific Tasks:</p> <ul style="list-style-type: none"> • Leads and participates in a team environment that includes activities necessary to achieve a successful implementation of the FI\$Cal Project. The implementation activities include: collaboration, development, and review of detailed system requirements, design, configuration, installation, testing, training, deployment, and process re-engineering. • Oversees staff in the development and execution of test scripts to ensure acceptable system functionality and operation. • Develops, presents, and makes recommendations on analyses, issue papers, and Operational Decision Making Framework (ODMF) reports to present and document the decision-making of senior managers and policy makers as assigned by the project management. • Leads and participates in the identification, development, and implementation of policies on a statewide and departmental level for the implementation and transition from existing processes and systems to a new statewide, integrated system and new processes. Approval of policies is made by the applicable authorizing authority (i.e., DOF, SCO, STO, DGS, DPA, SPB, etc.). • Collaborates with Technology Division and makes recommendations for improvement to management on complex IT system problems. • Initiates, manages, and collaborates with other IT experts to manage the development, design, procurement, and implementation of the FI\$Cal system • Develops and manages technical requirements reflecting the State of California's business functions. • Reviews and recommends approval of key business-related project deliverables. • Ensures that all functionality of the existing systems are fulfilled in the new ERP system including legacy system conversion, business process re-engineering, system development and testing, workforce transition, and training. • Makes decisions in conjunction with the Department of Finance, Fiscal Systems and Consulting Unit (FSCU), the Department of General Services, the State Treasurer's Office, and the State Controller's Office regarding the technical architecture of the FI\$Cal system to ensure that the project requirements provide for sound fiscal control over the receipts and disbursements of public funds.
<p>35%</p>	<ul style="list-style-type: none"> • Meets with stakeholders to ensure the design, development, and implementation of the system addresses statewide and departmental business needs for applicable business functions and applies best business practices. • Reviews and participates in the analysis of existing policies, standards, and procedures to assess the opportunities for process re-engineering. • Collaborates in the development of statewide policies, standards, and procedural issues related

20%	<p>to the implementation of the system.</p> <ul style="list-style-type: none"> • Presents best-business practices based on research as it applies to departmental and statewide financial management systems. • Performs gap analysis in order to analyze and document system gaps and provide solutions based on state needs. • Performs user acceptance testing of system modules. • Creates functional, configuration, security, and RICEF Designs. • Create Builds to load configuration values. • Validates configuration in environment for testing. • Performs conversion data validation. <ul style="list-style-type: none"> • Ensures status reports and updates for project management are prepared. • Develops and presents analyses, issue papers, and memoranda to support the decision-making of senior managers and policy makers as assigned by the project management. • Manages the preparation of documentation needed to meet administrative and contractual reporting requirements. • Maintains regular communication and informs management of all issues related to the specified functional business areas.
5%	<p>In order to maintain an accurate reporting to the SCO for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, Memorandum of Understanding (MOU) provisions and the SPB or DPA laws and rules:</p> <ul style="list-style-type: none"> • Manages staff development and attendance, performs Equal Employment Opportunity efforts, and assists staff with achieving individual performance goals and objectives. • Grants or denies subordinate staff requests for time off or requests to work overtime • Ensures subordinate staff has sufficient leave credits available for the leave requested • Enters subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), absence without leave (AWOL), etc. • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO semi-monthly or monthly payroll cut-off date to ensure the correct issuance of an SCO warrant on pay day • Approves or disapproves PAL entries for subordinate staff within three working days after the completion of the pay period. This is to ensure the correct issuance of an SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Attends training classes as needed. Completes all team training requirements satisfactorily. Performs other duties as required to ensure successful implementation of the Fi\$Cal Project as a member of the multi-disciplinary team. • Performs back-up duties for the DPM III to ensure the successful implementation of the Fi\$Cal Project. <p>KNOWLEDGE AND ABILITIES Knowledge of:</p> <ul style="list-style-type: none"> • 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 • Department's goals and policies

- Department's Equal Employment Opportunity Program objectives
- Manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives
- Principles of the governmental functions and organizations at the State level, including the legislative process

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
- Effectively contribute to the department's equal employment opportunity objectives

DESIRABLE QUALIFICATIONS

- Knowledge and ability to learn and understand the technical aspects of modern information technology processes, management systems and development
- Knowledge of types and capabilities of electronic data processing equipment, systems, and software
- Ability to acquire and apply knowledge of information technology processes and systems to the business analyst function
- Knowledge of programs, organizations, and management of major electronic data processing using agencies
- Knowledge and ability to create feasibility study reports for electronic data processing systems
- Knowledge of benchmarking procedures
- Ability to work with other state staff and vendors to develop project-related subject-matter
- Ability to provide evaluative information on types and capabilities of electronic data processing equipment, consultants, or software used in State agencies
- Ability to gain cooperation and acceptance as an expert in electronic data processing-user agencies, State Office of the Chief Information Officer officials and marketing representatives
- Ability to analyze situations accurately and take effective action
- Demonstrate capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests
- Accept new and increasing responsibilities
- 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 of staff
- 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

- Proficiency with MS Excel, MS Word, MS PowerPoint and MS Project

SPECIAL PERSONAL CHARACTERISTICS

- Ability to work efficiently and effectively in a team environment
- Demonstrated ability for assuming increasing responsibility, originality, open-mindedness, and tact
- High level of personal integrity and discretion, mature judgment, loyalty, good attendance, and strong organizational skills
- Demonstrated ability to act independently
- Ability to work with confidential and/or sensitive information and maintain confidentiality

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Executive office environment, professional dress, presents self professionally
- Effectively handle stress, multiple tasks, changing priorities, and tight deadlines calmly and efficiently
- Communicate confidently, courteously and timely with a diverse community; individuals with varied experiences, perspectives, and backgrounds; the general public; private sector professionals; Subject Matter Experts from both DGS and other departments, the SI, Project sub-contractors and people of various levels of responsibility within State government, including members of the Legislature and their representatives
- Exercise a high degree of initiative, independence, and originality in performing assigned tasks
- Consistently exercise good judgment and effective communication skills, both oral and written

WORKING CONDITIONS

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. The incumbent must maintain regular, consistent, and predictable attendance.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a fax, copier, and general office equipment and use of a cell phone, pager, and laptop computer as needed. This position requires mobility to various areas of the department's work locations. 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.

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 will recognize staff (formal and informal) for outstanding performance to foster teamwork and improve morale. The incumbent will promote training to develop staff proficiency, as appropriate. As needed, the incumbent will recruit, interview, select, hire, and promote persons for the organization to provide on-going services utilizing appropriate staffing levels. The incumbent will review and approve high profile work (e.g., correspondence for the Project Executive, Steering Committee Members, etc.) to ensure accuracy and validity.