

Enterprise Information Services (EIS)

Section:	Enterprise Information Services (EIS)
Unit:	Business Information System (BIS)
Position Number:	065-501-1393-001
Classification:	Data Processing Manager III
Date:	04/11/16

Supervision: Under the general direction of the Data Processing Manager IV, Program Director for Business Information System (BIS), within Enterprise Information Services (EIS) California Department of Corrections and Rehabilitation (CDCR), the Data Processing Manager III (DPM III) is responsible for driving the strategic direction of EIS through the use of emerging technology and innovation. The DPM III will help set the strategic direction and provide management oversight responsibility while managing strategies, plans, personnel, and budgets through special projects that will drive the department's long term information technology (IT) strategic goals. The position is responsible for planning, organizing, staffing, directing, and controlling resources for special projects that will help further the use of innovation and emerging technologies.

The DPM III is responsible for identifying and implementing solutions and tools that will complement and integrate existing CDCR functionality and data. In this capacity, the DPM III will act as project manager and supervise the project leads responsible for designing, configuring, and developing the most technically advanced business solution/IT projects. The incumbent is responsible for ensuring departmental compliance with the required departmental and state IT practices.

Knowledge: The DPM III needs to know the 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; the Department's goals and policies; and principles of the governmental functions and organizations at the State-level, including the legislative process.

The DPM III must have extensive knowledge of IT concepts, practices, methods, and principles and apply them to new and emerging technology. The incumbent is expected to possess knowledge of the Department's project practices and determine the appropriate path for completing projects. The DPM III must have knowledge regarding the phases of the Systems Development Life Cycle and Project Management industry trends, best practices, and standards. The incumbent must have an in depth understanding of the State budgeting process, legislative and administrative procedures, procurement documents and procedures, licensing issue, and the roles and responsibilities of oversight and regulatory agencies. The incumbent will advise others in applying this knowledge to secure resources, expertise, and approvals for large scale IT solutions. The DPM III must be knowledgeable in current State of California budget and personnel practices and be able to apply them to IT projects in his/her portfolio.

Guidelines: The DPM III is responsible for identifying and presenting new and emerging technologies to EIS and departmental management in furtherance of the Department's strategic goals. The DPM III will be responsible for overseeing the budget and staff for assigned projects.

Complexity: The CDCR manages emerging and new technologies and associated IT Projects with high visibility to critical vested stakeholders - Governor, Legislature, Department of Finance, and Courts. Staying informed of organizational and business processes that may be impacted by changing technologies, available budgets and resources, and for developing governance guidelines within the CDCR and EIS complex and rapidly evolving IT environment.

The breadth of the position includes the following:

- Identify new and emerging technologies that provide EIS and CDCR solutions and tools to help manage the department efficiently.
- Act as a liaison between the major enterprise solutions to identify integrated approaches to providing tools and information to the Department and control agencies.

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- Determine the most appropriate project life cycle methods for tasks and projects tied to enterprise solution enhancements and maintenance activities.
- Provide knowledge and recommendations to further the EIS strategic goals through the use of emerging technology and integration between enterprise systems.
- Oversee assigned IT projects, from initiation through activation planning, pre-activation, and activation.
- Closely work with major EIS, CDCR, and California Correctional Health Care Services stakeholders to align the IT Strategic and Tactical plans with the Department's business objectives.
- Establish performance measures which document the progress in meeting those objectives and identified areas of project assignments.

Scope and Effect: The DPM III will provide knowledge and advice on emerging technology and tools that can be adopted to further the Department's IT strategic goals. The scope of work affects IT projects throughout the CDCR business areas and the incumbent must represent both the CDCR strategic and enterprise level goals.

Personal Contact: The DPM III will consult with or advise executive management, administrative, and program level staff on the planning, development, implementation, and coordination of IT issues. The incumbent may frequently contact vendors to assess new technologies and provide oversight to contractors, negotiate contract modifications, and manage adherence to contractual terms. The incumbent must communicate effectively, both verbally and in writing, at the Control Agency, Department, and Division level. At this level, the incumbent must be well organized and communicates effectively, orally and in written form with peers in the CDCR as well as with external entities. The DPM III will write status reports and work unit plans, and review products produced by subordinate staff members. The incumbent will also give verbal presentations to customers and briefings to EIS and CDCR executive management.

Purpose of Contacts: In the normal course of work, the DPM III is expected to justify, defend, negotiate, and settle matters involving significant or controversial issues, communicate at the Control Agency, Department, and Division level. The DPM III is required to provide status reports to the highest levels of the CDCR executive management.

Specific duties include:

40%	CDCR IT New Technology and Innovation Manager
	<ul style="list-style-type: none">• Act as a liaison between the major enterprise solutions to identify integrated approaches to providing tools and information to the Department and control agencies.• Research and recommend new and emerging technology trends that can help further the department strategic goals.• Research and recommend processes and tools that assist EIS to further the department IT strategic goals.• Manage associated CDCR IT project activities from establishing the project plan through project development, implementation, and close out.• Determine the appropriate methods for project activities to maintain efficient use of departmental resources.• Manage associated CDCR IT project resources (staff and budget) to achieve the scope of approved projects, report fiscal issues, and obtain project sponsor and program management approvals.• Develop, administer, and manage associated CDCR project related contracts and procurements.
30%	Plan, Organize, Direct, and Manage New Technology and Innovation Activities.
	<ul style="list-style-type: none">• Advise and mentor staff regarding the solutions and tools available for completing related activities, as well as best practices and methodologies.• Prioritize IT work based on shifting departmental needs.• Define responsibilities, assign authority, and create staff accountability.

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25%	Provide Guidance For New Technology and Innovation Resource and Workload Management.
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- Develop compliance strategies, methodologies, and standards to assist managers.
- Train and mentor CDCR staff on best practices in the areas of innovation.

5%	Department New Technology and Innovation Liaison
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- Serve as a department innovation liaison with the Department of Finance (DOF), Department of General Services (DGS), and Department of Technology, for specific areas of responsibility.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____