

ENTERPRISE INFORMATION SERVICES
DUTY STATEMENT

Section:	Enterprise Information Services
Unit:	Information Technology Acquisitions Unit (ITAU)
Position Number:	065-620-1384-024
Classification:	Data Processing Manager II
Date:	7/14/16

Supervision: Under the general administrative direction of the Chief, Policy, Planning, Project Management, and Information Technology (IT) Acquisitions, the Data Processing Manager II (DPM II) will serve as the primary reviewer and quality control for the acquisition of all IT goods and services processed within the California Department of Corrections and Rehabilitation (CDCR).

Knowledge: This is an expert level position. The DPM II must have extensive knowledge of data processing concepts, practices, methods, and principles, particularly for IT acquisitions (e.g., procurement and contracting) practices. In addition, the incumbent must have substantial knowledge regarding the phases of the Systems Development Life Cycle and IT industry trends, best practices, and standards as implemented within the Enterprise Information Services (EIS) and the Project Management Office. Knowledge and use of Project Management Institute (PMI) and Institute of Electrical and Electronics Engineers (IEEE) standards is required of the incumbent. The incumbent will apply this knowledge to IT projects and initiatives and impart this knowledge to project managers and team members across the Department. The incumbent is expected to possess an advanced knowledge of the Department's mission and business functions in order to take into account the larger business perspective.

The incumbent must have an in-depth understanding of the State's budgeting process; legislative and administrative procedures; procurement and contracting documents, policy, and procedures; software licensing issues; and the roles and responsibilities of oversight and regulatory agencies, such as the Department of General Services (DGS), the California Department of Technology (CDT), and the Department of Finance (DOF). The incumbent will be an advisor in applying this knowledge to secure resources, expertise, and approvals for large scale IT solutions.

Guidelines: The DPM II will be responsible for developing and interpreting guidelines, policy, procedures, requirements, and standards for IT acquisitions and to ensure the currency of the Department's Operational Manual for IT acquisitions.

Complexity: The breadth of the position includes the preparation of and/or assistance in preparation of complex procurement, contracting, and budget documents, including, but not limited to, IT Procurement Plans, Solicitations, and Non-Competitive Bid Justifications; development of the multi-million dollar Interagency Agreement with the Office of Technology Services (OTech) to ensure CDCR has the necessary IT goods and services required to support network/applications; and monitoring/overseeing/advising other Divisions/Programs within the Department on the entire IT acquisition process for compliance with ever-changing IT acquisition rules and regulations.

This work is at the principal level and requires continuous efforts to establish concepts, theories, and/or programs. The incumbent will be responsible for training/mentoring organization staff and customers in complex IT acquisitions processes. Additionally, the incumbent will be responsible for negotiations and enter into enterprise license agreements and development of cost sharing methodologies to provide cost efficiencies in the Department's software and/or hardware assets.

Scope and Effect: The DPM II will provide IT acquisition consulting where the implementation of advice and/or plans has a significant impact on the success of the organization's business areas. The scope of work affects IT projects throughout CDCR business areas. These systems are deployed to thousands of state and local law enforcement personnel, and provide mission-critical data essential for the life and safety of officers and the public. Given the size of CDCR, statewide IT acquisitions represents an expense to the state at the multi-million dollar level.

Personal Contact: The DPM II will consult with and/or advise management, administrative, and executive staff on the planning, development, implementation, and coordination of IT issues. The

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incumbent will frequently contact vendors and executive management to provide oversight, perform contract modifications, and manage adherence to contractual terms. The incumbent will communicate effectively, both verbally and in writing, with Control Agencies and all levels within the Department and its Divisions. At this level, the incumbent is well organized and communicate effectively, both orally and in writing, with peers in CDCR, as well as with external entities. The incumbent will write status reports and review products produced by IT staff throughout the Department at levels from line staff to CDCR executive management. The incumbent will also provide training and deliver presentations and/or briefing to customers and EIS and/or CDCR management.

Purpose of Contacts: In the normal course of work, the incumbent is expected to justify, defend, negotiate, and settle matters involving significant or controversial issues, communicating with Control Agencies and all levels within the Department and its Divisions.

Specific duties include:

40%	CDCR IT Acquisitions
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- Coordinate and supervise the preparation of IT contract and purchasing documents, including, but not limited to, Statements of Work, IT Procurement Plans, Solicitation documents, Non-Competitive Bid Justifications, Evaluation Criteria, IT Cost Models across the CDCR, Purchase Requests, Purchase Orders and Contracts.
- Supervise and monitor the progress of all IT acquisitions and escalate to CDCR management as appropriate.
- Supervise and monitor Enterprise License Agreements and negotiate and implement enterprise license methodologies.

30%	Verification and Validation of all CDCR IT Acquisitions
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- Provide quality control and quality assurance review of CDCR IT acquisitions and documents submitted to the Agency Information Officer for approval.
- Provide validation and verification that all relevant IT best practices are applied in the acquisition documents.
- Review and interpret current state and federal procurement regulations, and provide consulting/mentorship to CDCR staff.
- Develop IT acquisitions policies, procedures, methodologies, and standards.
- Train and mentor on best practices in IT acquisitions and provide expertise as appropriate.

20%	Department Liaison with Control Agencies, Auditors, Legislators
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- Serve as a department liaison with the Agency Information Officer, DGS, CDT, DOF and OTech for specific areas of responsibility.
- Provide information and data for legislative hearings.
- Act as coordinator for all audits which impact IT acquisitions, including the Bureau of State Audits, DGS, CDT, and DOF.
- Review IT purchasing documents to ensure compliance with Control Agency and Department standards.
- Prepare and/or monitor status reports to ensure projects or initiatives are completed according to schedule and within the approved budget.

10%	IT Training
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- Train and mentor on best practices in OT acquisitions and provide expertise as appropriate.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____