Enterprise Information Services (EIS)

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<th>Enterprise Information Services (EIS)</th>
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<td>Unit:</td>
<td>Policy/Planning, Project Management, and Acquisitions Office</td>
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<td>Position Number:</td>
<td>065-620-1393-013</td>
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<td>Classification:</td>
<td>Data Processing Manager III</td>
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**Supervision:** Under the general direction of the Chief, Policy/Planning, Project Management and Acquisitions (PPPMA), California Department of Corrections and Rehabilitation (CDCR), the Data Processing Manager III (DPM III) will act as a project manager for the most complex Information Technology (IT) projects and will supervise project leads responsible for projects. The DPM III will also serve as the EIS project management (PM) senior resource for PM skill and staff resourcing development within EIS and oversee operations of the Financial Management Unit.

**Knowledge:** This is an expert level position. The DPM III must have hands on experience in all aspects of management of the largest and most complex IT projects types, including but not limited to: software development, infrastructure rollout, Software as a Service, new facility standups, and vendor to state staff knowledge transfers. The DPM III must have extensive knowledge of project management concepts, practices, methods and principles, particularly for IT project planning and control and IT Governance best practices with a strong focus on organizational change management. The incumbent has an understanding of the State budgeting process, legislative and administrative procedures, financial management, procurement documents and procedures, licensing issues and the roles and responsibilities of oversight and regulatory agencies. The DPM III is expected to possess an advanced knowledge of the Department’s mission and business function in order to take into account the larger business perspective. In addition, the incumbent must have substantial knowledge and experience regarding the phases of the Systems Development Life Cycle, Project Management industry trends, best practices and standards; he/she must apply this knowledge to IT projects and initiatives and impart this knowledge to project managers and team members. The candidate must be knowledgeable of the California Department of Technology’s (CDT) Project Management Methodology (CA-PMM) per State Administrative Manual Section 4800. The incumbent also advises others in applying this knowledge to secure resources, expertise and approvals for large scale information technology solutions.

**Guidelines:** The DPM III will be responsible to execute IT projects from intake through project closeout to achieve a project’s business goals. The DPM III is responsible for understanding business objectives, assessing stakeholders, managing; requirements, workload, funding needs and sources, and the successful outcome of the project using industry standard methods and tools. The DPM III is responsible for overseeing the financial management of EIS.

**Complexity:** CDCR manages IT Projects with high visibility to critical vested stakeholders - Governor, Legislature, Department of Finance, Courts – All demand regular progress reporting. The incumbent will be responsible for maintaining project reports and/or dashboards which allow CDCR executives access to critical up-to-date information on those projects in order to respond. Staying informed of organizational and business processes that may be impacted by changing technologies, available budgets and resources. The DPM III may serve as back-up to the Chief of the PPPMA when he/she is temporarily absent from the office.

The breadth of the position includes the following:

- Managing the activities of various types of large scale IT projects
- Ensuring they adhere to both project management and information technology best practices
- Communicating with IT project leads to establish clear expectations for meeting project compliance requirements, helping to ensure project success.
- Adhering to policy and standardizing practices to ensure CDCR IT projects comply with control agency project related requirements.
- Securing appropriate levels of IT project authority to implement the Department’s mission
- Recruiting, training, and retaining a dedicated pool of project managers for EIS
- Overseeing the EIS Financial Management of EIS
Scope and Effect: The scope of work affects IT projects throughout CDCR business areas and the incumbent must represent both the CDCR strategic and enterprise level goals. These systems are deployed to thousands of state and local law enforcement personnel, and provide data essential to officer and public safety.

Personal Contact: The DPM III consults with or advises executive management, administrative and program level staff on the planning, development, implementation and coordination of IT issues. The incumbent may provide oversight to contractors, negotiate contract modifications, and manage adherence to contractual terms. The incumbent communicates effectively – both verbally and in writing, at the Department, and Division level. At this level, the incumbent is well organized and communicates effectively, orally and in written form with peers in the CDCR as well as with external entities. The incumbent writes status reports and work unit plans, and reviews products produced by subordinate staff members. The incumbent also gives verbal presentations and briefings to EIS 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, communicating at the Department, and Division level. The DPM III is required to provide status reports to the highest levels of EIS executive management.

Specific duties include:

50% CDCR IT Project Manager
- Manage project resources to achieve the scope within the approve timeframe and budget, develop the project work breakdown structure, schedule the work & manage the plan, manage the issues and risks, monitor and report fiscal issues, and obtain project sponsor and program management approvals.
- Monitor CDCR IT project activities to include the project plan through project development, implementation, and close out.
- Implement and manage CDCR IT project communication plan between project team members and program management. Lead, attend and participate in regularly scheduled project status meetings.
- Prepare and/or monitor CDCR IT projects status reports to ensure projects or initiatives are completed according to the approved schedule. Develop, control, direct, and review CDCR IT project management plans and schedules developed by project leads to accomplish goals.
- Research, investigate and keep current on trends in IT best practices.

30% CDCR Project Manager Mentor/Staff Developer
- Be a mentor to train upcoming Project Management staff to continue their development from small to large, complex projects.
- Develop plans to recruit, train, and retain qualified project management resources
- Act as a consultant to projects, EIS Executive staff having difficulty or just getting started
- Oversee CDCR IT projects to ensure schedule, budget, performance, and products are consistent with project deliverables.
- Oversee, CDCR IT projects leads in support of major and complex IT projects in the design, configuration, and development of the most technically advanced business solution/IT projects.

15% Financial Management Unit Supervisor
- Plan, organize, direct and manage the Financial Management Unit activities.
- Lead all fiscal activates and exercises on behalf of EIS.
- Prioritize Financial Management Unit workload.
- Define responsibilities, assign authority and create staff accountability.
- Define annual budgetary needs, prepare budget estimates and track expenditures.
- Monitor and control assignments, initiatives and projects in accordance with established plans/schedules to meet Department and Division missions.
5% | Department Liaison

- Serve as a secondary department liaison with the Department of Technology, for specific areas of responsibility.
- Review project authority approval documents, IT Purchasing documents and project funding documents to ensure compliance with standards/requirements.
- Provide information and data.

Employee: ___________________________  Date: ____________________

Immediate Supervisor: ___________________  Date: ____________________