

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
BUSINESS INFORMATION SYSTEM PROJECT
DUTY STATEMENT

LEVEL: Data Processing Manager III
TITLE: BIS User Project Manager

POSITION NUMBER:
065-501-1393-001

WORK SETTING: Under the general direction of the Business Information System (BIS) Program Director, the Data Processing Manager III is responsible for supervising staff in the design, development, testing, and maintenance of the software for the BIS Program. Specific expertise includes extensive knowledge of technology concepts, practices, and methods including the phases of the software development and analysis life cycle, business process reengineering and maintenance, and operations activities of large software applications.

The primary goal of the BIS program is to maintain and enhance an integrated, automated, and standardized Enterprise Resource Planning (ERP) Solution for the Department. The Data Processing Manager III will be required to manage the activities of the Functional Support team and work collaboratively with the Technical Support team. The position is responsible for leading team members by managing the development of comprehensive work plans, coordinating work products/deliverables, and ensuring their timely completion. In addition, the position works with Business Owners and the BIS Program Technical Manager to coordinate effective end-user communications and training relative to the support of the functional modules.

The position manages the implementation of software changes, legacy interfaces, and software development; supports data analysis, cleansing and conversion, documentation, and custom report development. The position manages testing functions including planning and testing software and processes and ensuring the security of data. The position ensures that the day to day maintenance and operation of the BIS program is completed. Additionally, the position acts as the liaison between the BIS Program and the various Business Partners who use SAP to maintain their budget, purchasing, and personnel activities.

The work includes managing the tracking of program schedules, ensuring specification compliance by the vendors, working with BIS team members and Department staff to identify and develop standard business practices to be integrated into the BIS Program, and compliance with budget, personnel, and contracting policies and regulations.

Travel and overtime is required.

CONTACT WITH OTHERS: The incumbent has regular contact with:

- Adult Institutions and Juvenile Justice Facilities— Warden, Chief Deputy Warden, Associate Warden, Business Manager, Superintendent, Executive Superintendent, Assistant Superintendent, and Business Operations.
- Headquarters—Accounting Management Branch, Budget Management Branch, Business Management Branch, Office of Facility Management, Office of Contract Management, Enterprise Information Services Division, Human Resources, Office of Labor Relations, Office of Civil Rights, Office of Risk Management and Policy and Evaluation Division.
- Control Agencies—State Controllers Office, Department of Finance, Department of Personnel Administration, Department of Technology Services, State Compensation Insurance Fund and Department of General Services.
- Audit groups—from State Controllers Office, Department of Finance, Bureau of State Audits, and the CDCR Office of Compliance.

SUPERVISION EXERCISED: Data Processing Managers II, Senior Information System Analysts (Specialists), Staff Information System Analysts (Specialist)

SUPERVISION RECEIVED: Data Processing Manager IV, Program Director

DUTIES:

- 35% Plan, organize, and direct the following functional areas: System Administration, Configuration Management, Development, Analysis, and Quality Assurance. Manage, train, and evaluate subordinate team members. Track and report staff time and effort. Provide backup for the Program Director during absences.
- 25% Review plan designs and system specifications prepared by the vendor and BIS technical staff. Ensure compliance with security policies, data back-up and recovery procedures. Monitor and direct staff in the maintenance and operation of the system on a daily basis. Monitor, direct, and mentor team efforts to develop solutions for common maintenance problems. Identify, analyze, and resolve performance problem issues.
- 20% Lead and participate in discussions to ensure compliance of defined standards, procedures and methodologies. Manage the implementation of software changes, legacy interfaces, and software development; support data analysis, cleansing and conversion, documentation, and custom report development.
- 15% Manage the testing of working software. Manage the testing of security profiles, data-backup and recovery procedures. Manage the testing of functioning support organization. Manage the testing disaster recovery plan. Manage the testing of interface programs. Manage the completion of data conversion. Manage the testing of printing.
- 5% Identify training needs based on staff and end-users duties. Assist with the development of training for the implementation, support, and end-user training requirements. Prepare written documentation in a variety of formats including but not limited to: Microsoft Word, Excel, and Access. Other duties as required.

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This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.	
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Employee's Signature	Date
Supervisor's Signature	Date