

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Data Processing Manager II	D20/Information Technology/Solutions Division/Web Design	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Mobile and Web Applications Branch	900-170-1384-924	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief of the Custom Development Solutions Office, a Data Processing Manager III, (DPM III), the incumbent is responsible for planning, organizing, and managing the functions of new development, production support and enhancements of Internet and Intranet, legacy traditional applications and mobile applications.

The incumbent is responsible for enforcing and ensuring compliance with internal and external Information Technology (IT) policies and regulations. The position provides direction for assignment of resources and establishes a balance among competing objectives to accomplish office goals, and allocates resources necessary to implement prioritized programs, projects, and tasks in support of the California Department of Transportation (Caltrans) mission and strategic goals. The incumbent is responsible for coordinating activities with internal and external entities to accomplish departmental objectives and for facilitating the identification, documentation, clarification, and simplification of work processes to identify areas of improvement to increase effectiveness in providing services to the customer. The incumbent will set standards for quality services and products based on sound research, customer feedback and reasonable performance expectations. The incumbent will monitor and evaluate Branch performance and project accomplishments to assess overall effectiveness and efficiency.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Manages the development effort and maintenance of web based and mobile applications. This includes: planning and directing project tasks through lead workers; maintaining and reporting project status; preparing for and facilitating meetings; planning and directing consultant work; and interacting with districts, departmental, and external entities as required. Responsible for ensuring that system development and maintenance activities are performed in accordance with established Caltrans management principles and policies.
35%	E	Manages the enhancement, maintenance efforts, testing, training, implementation, and operation of a number of transitional applications. This includes: planning maintenance tasks through lead workers; maintaining and reporting status of maintenance efforts; preparing for and facilitating meetings; planning and directing consultant work on enhancement efforts; and providing status to Caltrans customers.
20%	E	Establishes and communicates job performance standards and expectations and evaluates staff performance as needed. Conducts job performance assessments providing feedback about employee performance and expectations. Prepares performance appraisals, utilizing progressive discipline practices, and takes corrective action when work performance problems arise. Actively participates in selection interviews and hiring decisions, provides orientation, training and guidance as needed to develop staff.
5%	M	Reviews project proposals and Feasibility Study Reports (FSRs) with an emphasis on consistency with business and strategic plans, policies, standards and Departmental goals and objectives.
5%	M	Acts on behalf of the Office Chief during his/her absence.

ADA Notice

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ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises and manages the activities of IT professionals including programmer analyst and staff information systems analyst at all levels. Directs consultant and contract programmers as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have an understanding of the principles and practices of public administration, including supervision and management, cost/benefit analysis, budgeting, and project management and evaluation. He/she must be able to set Branch objectives, develop comprehensive work plans, and evaluate the effectiveness of staff in accomplishing those objectives and work plans. The incumbent must have a thorough understanding of current technology environments. The incumbent must be able to deal effectively with IT users and with departmental management, and must be able to make effective written and oral presentations. He/she must have the ability to coordinate and direct the activities of information technology staff; make effective use of interdisciplinary teams; develop and evaluate alternatives, make decisions and take appropriate action, and establish and maintain priorities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The manager of the Web and Mobile Applications Office is closely involved in the allocation of IT resources (employees and equipment) for enterprise website development/maintenance and transitional application development and maintenance. His/her decisions have a significant impact on the success of the Department. Failure to implement and maintain secure systems and deliver enhancements on a timely basis may impact the ability of the Department to deliver customer business services.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contacts with Caltrans executives, user management, vendors and contractors, IT senior staff and subordinate employees. He/she has occasional contact with Caltrans directorate, district directors, and program managers. The incumbent has occasional contacts with the Department of Technology Services, the Department of Finance, the Department of General Services, the State Controller's Office, and representatives from federal and Local agencies. The incumbent has infrequent contact with the public.

The purpose of the contacts is to provide and make recommendations regarding systems and problems; to coordinate problem solving and ensure conformity of methods and practices; to discuss business and system requirements; to discuss existing or new technology; and to provide oversight to consultant and/or contract staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: There are no extraordinary physical requirements other than the ability to manage in a typical business office environment.

Mental Requirements: The incumbent must be able to develop and make presentations to departmental management and large client and transportation community groups; prepare and present a timely response to queries from control agencies and project stakeholders; defend a position professionally and effectively in the face of on-the-spot challenges from employees, management, clients and stakeholders, and negotiate/renegotiate levels of service and work agreements based upon resource availability.

Emotional Requirements: The incumbent must be able to deal with the challenges of scheduling, quality, and budget commitments in maintaining and developing systems.

WORK ENVIRONMENT

The incumbent is scheduled to work in a climate-controlled office building with staff that is several blocks removed from their management and clients.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE