



<b>Classification:</b> Data Processing Manager IV	<b>Position No.</b> 535-210-1387-001
<b>CBID:</b> M01	<b>Office:</b> Information Technology Services
<b>Date Prepared:</b> 12/8/2017	<b>Division:</b> Administrative & Financial Management Services
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under general direction of the Deputy Director, Administrative & Financial Management Services Division, the incumbent develops, directs, and empowers branch staff to ensure they are customer-focused innovators and problem solvers delivering a high level of customer service and technical expertise in the daily conduct of Information Technology Branch programs. The incumbent provides vision, program management, and technical direction over project management, application development, network support, customer support, web development, information security, information technology procurement, and enterprise infrastructure programs within the Energy Commission. The DPM IV plans, coordinates, directs and evaluates, through subordinate supervisory staff, the Information Technology Branch needs of the Commission and ensures the branch is strategically aligned with the mission of the Commission and executive management.

**WORKING CONDITIONS.** The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing. Occasional travel and additional hours beyond an eight-hour workday may be required.

**DUTIES AND RESPONSIBILITIES:** While performing the duties described below, the incumbent is required to communicate effectively, evaluate and prioritize workload, use a personal computer with appropriate Commission software, and work, and/or act as a lead, in team meetings with other staff and other agencies.

- 25 % Recruits, develops, empowers and supervises staff to ensure branch staff are customer-focused innovators and problem solvers delivering a high level of customer service and technical expertise in the conduct of programs. Plans, organizes, budgets, and directs information technology activities and projects by identifying goals, setting objectives, and priorities; delegating responsibilities; reviewing staff work, and monitoring activities for quality control, compliance with information technology law, rules, policies, procedures, and timeliness and cost-effectiveness of products and results; applies the appropriate hiring, placement, evaluation, training and discipline practices in the supervision of his/her staff. (E)
- 25% Develops and implements policies and practices, through subordinate supervisory staff, for the delivery of Information Technology products and services. Ensures the Commission meets all state laws, regulations, and policies governing Information Technology. (E)
- 25 % Provides consultation and alternatives/options to Commission management and supervisors on sensitive and complex business and technology issues. Serves as



the subject-matter expert for the development, establishment and implementation of all Information Technology Branch programs. (E)

- 15 % Regularly meets with the deputy director and other executive management to present, advise and lead discussions on Information Technology Branch matters. Oversees the written and verbal consultative services to Commission management and supervisors regarding the most sensitive and complex policies and issues that pertain to the Information Technology Branch. Serves as a liaison with control agencies in the implementation of the above programs; represents the Commission at control agency meetings or other forums. (E)
- 10 % Administers or conducts special projects or reports as required by management including development of methodologies of executive compensation, position control, and other related administrative needs. (E)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee <span style="float: right;">Date</span> Data Processing Manager IV Administrative & Financial Management Services Division	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Rob Cook <span style="float: right;">Date</span> Deputy Director, Administrative & Financial Management Services Division