**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**APPLICATION DEVELOPMENT BUREAU**

**CRIMINAL JUSTICE INFORMATION SYSTEMS BRANCH**

**CRIMINAL JUSTICE INFORMATION SYSTEMS SECTION**

**JOB TITLE:** Information Technology Manager I (ITM I)

**POSITION NUMBER:** 420-860-1405-001

**INCUMBENT:** VACANT

**STATEMENT OF DUTIES**: Under the general direction of the Information Technology Manager II (ITM II) the ITM I performs duties related to Business Technology management and IT Project Management including, but not limited to, Policy and Program Development, Procurement, Contract Administration, IT Strategic Planning, Communication, Human Resource Management, and Planning and Processing Engineering/Reengineering. The ITM I is responsible for management and directing of the technical staff assigned to mission critical projects and maintaining and operating critical systems that support criminal justice and applicant communities. The ITM I serves as a Technical Manager on internal projects and provides leadership over multiple application domains and lends technical expertise to contributing to the overall organization’s success.

**PRIMARY DOMAIN:** Business Technology Management: The management of information technology resources according to an organization's priorities and needs.

**SECONDARY DOMAIN(S):**IT Project Management: The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery.

**SUPERVISION RECEIVED**: Under the direction of the ITM II.

**SUPERVISION EXERCISED**: The ITM I will supervise Information Technology Supervisor II and Information Technology Specialist II classifications.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular work station in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**40% MANAGEMENT AND SUPERVISION**

1. Establishes best practices according to Bureau’s standards for the design, development, and maintenance of on-line and batch applications.
2. Plans, organizes, directs, and controls technical staff’s activities of multiple application domains that maintain and operate systems supporting law enforcement and applicant communities.
3. Monitors and exercises overall direction over assigned projects in accordance with established plans.
4. Prepares budget estimates, budget change proposals, and justifications for personnel and hardware resources required to support the mission of the organization.
5. Works with executive management in the definition of policy, mission, long range plan, goals, and objectives of the Hawkins Data Center (HDC).
6. Supervises, evaluates, and trains subordinate managers. Review hiring plans and recruitment procedures, performance reports, appointment documents, and training plans for consistency, appropriateness of action and adherence to departmental hiring, EEO and Affirmative Action policies.
7. Consults with subordinate managers on issues of Merit Salary Adjustments, disciplinary actions, and supervisory problems.
8. Conducts/participates in recruitment, hiring, promotion, and training and development activities.

**20% COORDINATION**

1. Coordinates intra-departmental project activities and resource allocations for IT services for business users in each division of the department.
2. Coordinates with critical projects and assists in owning and mitigating technology risks within responsible domains.
3. Coordinates with other sections and units within the Bureau and other HDC Branches for services required to meet business division’s IT service needs.
4. Coordinate with other state agencies to insure that client program objectives are achieved.

**15% MENTORING**

1. Guides and assists subordinate in the determination of appropriate corrective action required to alleviate system failure due to hardware and/or software problems.
2. Evaluates operational system performance and initiate actions as required to insure continued effectiveness to meet client mission needs.

**10% REVIEW/ANALYTICS**

1. Evaluates proposals for new/enhanced IT services from business clients and make appropriate recommendations and/or decisions.
2. Reviews feasibility and technical design documents for completeness of requirement, overall soundness of analysis, comprehensiveness of alternative analysis, appropriateness of the technology selected, and application of sound data processing techniques.
3. Initiates and review or participate in the evaluation of new technologies which potentially will improve staff productivity or provide a means for the Section to better meet the needs of its clients.

**10% CONSULTATION**

1. Serves in a consultative capacity to HDC, executive, and client program management over the applications supported by CJIS SS.

**5% Other**

1. Performs other managerial duties as required including acting in the absence of the Assistant Bureau Director.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee’s Signature Date

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Supervisor’s Signature Date