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|  | | Current Proposed | | |
| STATE OF CALIFORNIA  California Victim Compensation Board  Rev. 09/17 | |  | | |
| **DUTY STATEMENT** | | | | |
| EMPLOYEE | | | RPA # / JOB CONTROL #  21-083 / 248471 | |
| VACANT | | |
| POSITION NUMBER | CLASSIFICATION | | WORKING TITLE | |
| 040-410-1414-002 | Information Technology Spec. II | | Infrastructure Lead | |
| DIVISION | SECTION | | CBID | WWG |
| Information Technology Division | Enterprise Services Section | | R01 | E |
| WORK DAYS | WORK HOURS | | TENURE | TIME BASE |
| Monday – Friday | 8 AM – 5 PM | | Permanent | Full-time |
| **CONFLICT OF INTEREST CLASSIFICATION** | | | | |
| This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment. | | | | |
| Conflict of Interest Classification?  Yes  No | | | | |
| **DEPARTMENT OVERVIEW** | | | | |
| The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.  Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency. | | | | |
| **EMPLOYEE ACKNOWLEDGEMENT** | | | | |
| I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights). | | | | |
| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | | DATE | |
|  |  | |  | |
| **SUPERVISOR ACKNOWLEDGEMENT** | | | | |
| I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. | | | | |
| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | | DATE | |
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| STATE OF CALIFORNIA California Victim Compensation Board  **DUTY STATEMENT**  (REV. 09/17) **RPA 21-083** | |
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| **GENERAL STATEMENT** | |
| Under the general direction of the Enterprise Services Manager (ITM I), the Infrastructure Lead (ITS II), serves as a senior functional and technical leader for CalVCB’s mission critical systems and high profile projects within a complex technical environment. This position will primarily function within the Business Technology Management and Systems Engineering domains. | |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. |
| 40%  30%  20%  10% | **ESSENTIAL FUNCTIONS:**  Enterprise Infrastructure Activities   * Lead activities which include planning, prioritizing, complex analysis, testing, implementation and support for CalVCB infrastructure through an established executive governance process. * Participate in the formulation, development, and documentation of the baseline technical architecture and a sustainable target architecture aligned to the enterprise strategic management plan. * Develop a long term infrastructure road map in alignment with CalVCB’s Strategic Plan. * Participate in projects at the strategic and tactical levels to ensure design and deliverables align with policy and have sufficient resources for success. * Develop project timelines, monitor progress, identify risks and issues, develop contingency plans, and provide recommendations for solutions to executive staff and program management. * Communicate and collaborate effectively with CalVCB staff, as well as vendor and external control agency personnel. * Participate in all phases of the project and system development lifecycles.   General Infrastructure Lead Activities   * As part of the IT Division leadership team the Infrastructure Lead collaborates with the CIO, Section Chiefs, the ISO, Executive staff, and Program Management on information technology activities, organizational issues, governance, and strategic planning. * Provide high level advice and assistance to executive management on specific information technology related activities and audit issues. * Act as project lead for complex analytical studies involving cross-functional teams. * Research problems to provide effective solutions, make recommendations for process improvements. * Assist with planning development, maintenance, and support activities to align with release and project schedules.   General IT Activities   * Provide leadership, guidance, and direction to staff on a variety of technical and operational issues. * Set priorities, manage workload, monitor progress, and adjust as necessary. * Identify issues, alternatives, and recommend appropriate actions. * Lead and participate in the establishment and implementation of applicable IT and enterprise standards and uniform procedures and techniques.   Cross Functional Activities   * Coordinate information systems assessments and audits with state and federal agencies, including the California Department of Technology, the California Military Department, and other government and private organizations. * Invest in personal development through ongoing continuous research and education to maintain position related knowledge in the information technology field with emphasis on cross-training and knowledge transfer within CalVCB IT. * Facilitate cross work and cross training with other IT sections and personnel as required. * Other duties as assigned. | |
| **DESIRABLE QUALIFICATIONS** | | |
| **Experience with the following:**   * General knowledge of the department’s mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division. * Enterprise Architecture concepts, principles and application. * Project management concepts, terms, and methodologies. * Technical report writing, research, and analysis. * Knowledge of industry standard IT systems security, backup, recovery, and disaster preparedness processes. * Industry best practices and standards for developing and maintaining applications for networked PC’s, internet/intranet, cloud-based systems, web services, and application and database servers. * Functional and technical requirements and system design concepts. * The role and responsibility of various sections within an IT organization. * The role and responsibility of various State control agencies. | | |
| **PERSONAL CHARACTERISTICS and EXPECTATIONS** | | |
| * Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact. * Ability to effectively handle stress and deadlines in a fast-paced work environment. * Ability to problem-solve and use critical and creative thinking to effectively perform work. * Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels. * Communicate successfully in a diverse community as well as with individuals from varied backgrounds. * Understand, follow and enforce all safety rules and procedures. * Be supportive of management and coworkers. * Maintain the confidence and cooperation of others. * Ensure deadlines are met. * Manage multiple & changing priorities. * Maintain acceptable, consistent, and regular attendance. * Develop and maintain knowledge and skill related to the job. * Complete assignments in a timely and efficient manner. | | |
| **PHYSICAL ABILITIES** | | |
| * Typical work requires prolonged sitting using a computer and telephone. * Common eye, hand, and finger dexterity is required for most essential functions. * Grasping and making repetitive hand movements in the performance of daily duties. * Some carrying/moving of objects up to thirty pounds. | | |