

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Manager I	DIVISION NAME Information Technology Division, Emerging Technologies and Integration Services Office, Enterprise Integration Services Section
WORKING TITLE Enterprise Integration Services Section Chief	POSITION NUMBER 333-350-1405-004
EMPLOYEE NAME Vacant	EFFECTIVE DATE August 13, 2021

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Information Technology Manager (ITM) II, Chief of Emerging Technologies and Integration Services Office (ETISO), the Information Technology Manager (ITM) I manages the Enterprise Integration Services Section (EISS). The ITM I oversees and supervises staff of Information Technology (IT) specialists who are responsible for IT assignments and projects with varying levels of complexity, within the scope of maintenance and support of Integration and Batch services. The ITM I manages and coordinates complex Information Technology (IT) data migration and interfacing activities between numerous client departmental systems and the Financial Information System for California (FI\$Cal) Enterprise Resource Planning (ERP) System including SFTP/MFTP services, tools, utilities and technologies. The ITM I also independently performs the most complex and difficult IT assignments and tasks.

SUPERVISION RECEIVED

The ITM I, reports directly to the ITM II, Chief of Emerging Technologies and Integration Services Office.

SUPERVISION EXERCISED

The ITM I directly supervises two (2) Information Technology Specialist II (ITS II), and six (6) Information Technology Specialist I (ITS I). The ITM I also oversee the work of consultants and matrix staff (e.g., vendors, partner agency staff, etc.). The ITM I may act as a back-up to the ITM II, Chief of Emerging Technologies and Integration Services Office.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
30 %	<p>Project and People Management</p> <ul style="list-style-type: none">• Plan, direct, and manage workload of EISS staff and affiliated FI\$Cal staff and non-FI\$Cal consultant staff. Provide oversight and direction to contract vendor staff to ensure effective development and implementation of the statewide conversion and interface strategy covering approximately 200 systems and 1000 interfaces, in compliance with IT policies, standards, and industry best practices.• Manage and oversee the deliverables management process, setting the expectations for the deliverables, managing the review process of the most complex system deliverables documents (Project Management [PM] Plans, Information Technology Infrastructure Library [ITIL] processes, etc.) created by vendor teams or other state entities to ensure state policies and enterprise directions are met.• Organize, plan, direct, coordinate and supervise IT state staff and consultants who are responsible for the systems analysis, design, development, procurement, test, implementation, maintenance, performance, availability, and support of the EISS services.• Establish and maintain technology standards, processes, and procedures to ensure Interface, Batch and MFT services meet the department's business requirements.• Oversee and manage workload assignments for subordinate staff to meet demanding deadlines in alignment with the department's vision and goals. Develop performance appraisals, monitor staff development and attendance, perform Equal Employment Opportunity efforts, and assist staff with achieving individual performance goals and objectives.
25 %	<p>Data Conversion, Interface Activities, and Collaboration Tools</p> <ul style="list-style-type: none">• Oversee, direct, and manage the FI\$Cal ERP System data cleansing conversion and interface activities (e.g., mock conversions, interface cycles testing, etc.), by collaborating closely with various levels of multi-departmental IT staff, System Integrator (SI) team members, other contracting staff, and various levels of non-IT multi-departmental state staff.

	<ul style="list-style-type: none"> • Oversee, direct, and manage the FI\$Cal ERP System and FI\$Cal collaboration tools and technology for data integration, file transfer protocol tools and technology, in order to ensure data is secure and protected as defined in FI\$Cal Information Security policies. • Conduct and provide direction/guidance to staff in various FI\$Cal teams and at various levels on quality assurance and quality control on all tasks associated with the FI\$Cal System ERP interface and conversion activities: Technical Design review, Interface testing, and requirements traceability reviews. This is to ensure data is accurately converted and transferred between the FI\$Cal system and other state and non-state entities.
<p>25 %</p>	<p>Batch Operations</p> <ul style="list-style-type: none"> • Oversee, direct, and manage Production Systems Batch Management, job scheduling, and monitoring processes, in order to ensure that business operations and data management are successful within the FI\$Cal ERP System. This involves, but is not limited to, creating reports to communicate batch status to FI\$Cal Leadership and other stakeholders, and ensuring batch process are operating successfully. • Monitor all batch flow processing and ensure timely completion of endpoints/milestones. Identify delays or bottlenecks and resolve or escalate accordingly. • Perform level 1 and level 2 support and resolution. Track and document all outages and incidents.
<p>15 %</p>	<p>Performance Management and Training</p> <ul style="list-style-type: none"> • Manage, direct, and supervise EISS staff, with responsibility for the FI\$Cal interface, conversion, batch management, management of current and projected workloads related to these activities; the formulation, development, and implementation of best practice policies and procedures for existing and projected workloads and/or tasks related to interface, conversion, and batch management, in order to protect and ensure FI\$Cal is in compliance with oversight and regulatory agencies' rules and regulations and ensure accuracy and quality of data and technical processes. • Perform recruitment and hiring activities to ensure that the EISS section maintains appropriate staffing levels in accordance with established plans and anticipated operational needs. • Develop EISS staff performance appraisals; monitor performance, development, and attendance; and provide performance coaching in order for EISS Staff to achieve individual performance goals and objectives.

	<ul style="list-style-type: none"> • Provide on the job training to subordinate staff, in order to ensure that they have the necessary knowledge of FI\$Cal-specific, and general IT, for effective job performance. • Actively participate in and complete all in-house and outside training requirements.
% OF TIME	MARGINAL FUNCTIONS
5%	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Specialist II and Information Technology Supervisor II classifications; and

Knowledge of: A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check will be required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FI\$Cal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a fax, copier, telephone, computer, and general office equipment, as needed. This position requires use of a handcart to transport documents and/or equipment up to 20 pounds (i.e., laptop computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties 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 assigned HR analyst.)

Employee Signature _____ Date _____

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

Hiring Manager Signature _____ Date _____

HR Analyst PV

Date Revised: 08/5/2021