



DUTY STATEMENT

Effective Date
Position Number: 325-001-1404-001
Position Title IT SUPERVISOR II
Working Title Chief Information Officer

Division: Administration / Tech Division
Hours
Incumbent

The Mission of the FAIR POLITICAL PRACTICES COMMISSION (FPPC) is to promote the integrity of representative state and local government in California through fair, impartial interpretation and enforcement of political campaign, lobbying, and conflict of interest laws. The Mission of the Administration Division is to manage the FPPC budget, business services, accounting, data processing, office systems, personnel and special projects.

FUNCTION

Under the general direction of the Division Chief of the Administration Division, the Information Technology Supervisor II leads and manages professional/technical staff responsible for the planning and implementation of all data processing functions in a complex environment consisting of modern technology and to ensure that it meets quality, quantity and timeliness standards of the Commission's goals and objectives. The projects assigned to the Information Technology staff have a far-reaching impact upon agency staff and external customers including the design, development, deployment and maintenance of Internet and Intranet websites, agency databases, and application software. The Information Technology Supervisor II represents the agency on complex IT projects, determines hardware, software and infrastructure investments, directs and manages hardware, software and infrastructure implementations, manages agency IT projects, plans disaster recovery, performs risk analysis, manages relationships with IT vendors, and serves as the agency's Chief Information Officer and Information Security Officer. The Information Technology Supervisor II endeavors to maintain a highly trained professional/technical staff and identifies staff training needs. The IT Supervisor II works with subordinate staff to build an effective team by providing guidance and leadership. The incumbent addresses personnel management functions including recruitment and hiring of staff, preparation of annual performance evaluations, constructive discipline, and administration of attendance and leave programs, and acts as a point of escalation for issues encountered by IT Staff. The IT Supervisor II also interacts with and provides guidance to FPPC Executive Staff to collaborate on achieving the goals of the agency.

% of time Performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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45%	<p>ESSENTIAL FUNCTIONS</p> <p>SUPERVISE NETWORK OPERATIONS AND SECURITY – Provides direction, coordination, and leadership to internal technical support and contract staff maintaining and operating the FPPC's complex IT infrastructure. This includes managing staff performing critical IT technical support functions, such as troubleshooting and resolving complex IT server, router and firewall problems and acting as a point of escalation for staff when needed. Supervises staff responsible for maintaining and updating the FPPC's local area network and Internet/Intranet infrastructure, including servers, workstations and network. This includes hardware and software inventory, hardware replacement cycles and compliance with software procurement and licensing requirements. The incumbent is responsible for protecting the agency's technology investment and data by directing staff involved in the agency's disaster recovery operations. Plans and schedules workload, develops high-level and detailed work plans, and oversees the creation of standards and procedures for systems maintenance and to ensure compliance with Statewide IT standards and agency strategic goals.</p>
20%	<p>INFORMATION TECHNOLOGY PLANNING AND REPORTING – Develops and implements the IT component of the agency's strategic plan; directs the preparation of feasibility study reports, economic analysis worksheets, and required budget change proposal documents; evaluates the fiscal impact of IT related initiatives and legislation that affect the Political Reform Act; conducts viability and fiscal planning, evaluation, recommendation and implementation of technology solutions to address departmental business requirements. Ensures that the FPPC's Operational Recovery Plan is updated as new systems are deployed and ensures the complete recoverability of the agency's mission critical applications and data. Interacts with and provides guidance to FPPC Executive Staff to collaborate on achieving the goals of the agency.</p>
20%	<p>SUPERVISE SYSTEM DESIGN, ANALYSIS AND PROGRAMMING ACTIVITIES – Defines system, program and data requirements for Internet and Intranet Web Programming Application and for the Enforcement and Technical Assistance Databases. Develops and recommends solutions and alternatives in coordination with contractors, Internet Service Providers and customers. Develops design specifications which address the business and technical impact of the project's complex technical</p>

	components in terms of interoperability, security and dependability. Provides management and oversight for development and maintenance of these activities.
10%	INFORMATION TECHNOLOGY BUDGETING & PROCUREMENT – Oversees the annual information technology budget and prepare cost quotes and proposals accordingly. Research and create budget change proposals and feasibility study reports as needed. Provide necessary budgetary reporting requirements as defined within the State Information Management Manual or any other necessary purchasing reporting requirements.
5%	<u>NON-ESSENTIAL FUNCTIONS</u> AGENCY REPRESENTATION – represents the agency in meetings with other state and federal agencies regarding IT policies and technology as they relate to issues associated with the Political Reform Act of 1974

PROFESSIONAL ATTRIBUTES

All employees are responsible for understanding and demonstrating FPPC’s core competencies:

- Get along with others
- Maintain professional relationships and communicate effectively with the Commission, outside representatives and co-workers
- Accept direction from supervisor/lead person
- Abide by work rules
- Accept constructive criticism
- Work effectively within a team environment

ADA REQUIREMENT

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

PHYSICAL REQUIREMENTS

This position requires daily use of personal computers ranging from 6-8 hours daily. This position may require participating in activities after normal work hours or on weekends. The incumbent may be called during the night in the event of serious system problems. Must be able to move computer and office equipment weighing up to fifty (50) lbs.

MENTAL REQUIREMENTS

Direct the development and continuous operation of critical production systems used by many business customers, both internal and external. The incumbent may be required to work under stressful conditions and occasionally work irregular hours. The incumbent may be called during the night or on weekends in the event of serious system problems, system maintenance, or system upgrades. The incumbent may be required to work non-standard hours to achieve project goals. May be called upon to conduct numerous activities simultaneously and must be able to organize and prioritize work assignments in order to serve the needs of the agency and its executive staff.

WORKING CONDITIONS

The duties of this position are performed indoors 100% of the time. The employee’s workstation is located in the Administration/Tech Division and is equipped with standard or ergonomic office equipment as appropriate

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation. This will be accomplished by working with the Human Resources Office to ensure federal or state laws and rules and FPPC’s policies and processes are adhered to by staff. Responsible for taking a pro-active approach in preventing Human Resources or Equal Employment Opportunity Program policy or process issues by responding appropriately to employee concerns by elevating potential EEO or HR issues to the appropriate personnel. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR’S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

Supervisor’s Signature	Supervisor’s Name (print)	Date
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EMPLOYEES STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTION LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION

EMPLOYEE’S Signature	EMPLOYEE’S Name (print)	DATE
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PERSONNEL ANALYST NAME (print)	PERSONNEL ANALYST SIGNATURE	DATE
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**Duties of this position are subject to change and may be revised as needed or required.*