

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Information Technology Manager II		PRIMARY DOMAIN Software Engineering	WORKING TITLE Application and Data Services Manager
DIVISION/OFFICE/UNIT TSD/ Application and Data Services Branch		SPECIFIC LOCATION ASSIGNED TO Headquarters – Sacramento, CA	
SEERA DESIGNATION Managerial	BARGAINING UNIT M01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/ BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED Yes	
INCUMBENT	POSITION NUMBER (Agency-Unit-Class-Serial) 291-381-1406-		
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the administrative direction of the Chief Information Officer, the Information Technology Manager (ITM) II oversees the Application and Data Services Branch of the Technology Services Division (TSD). The incumbent participates in policy development, technical implementation, maintenance, and support of the department's application and data architecture. This includes issues related to design and development, technical integration, implementation, project management, and on-going support and modification of the California Department of Tax and Fee Administration's (CDTFA) information systems. The Application and Data Services Manager is responsible for ensuring that the Branch's technical teams are coordinating their activities with the focus of providing quality service to meet the CDTFA's business objectives through the most appropriate and cost-effective application of technology. The incumbent advises CDTFA leadership on technology policies and issues. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
50%	ESSENTIAL JOB FUNCTIONS <ul style="list-style-type: none"> Responsible for carrying out overall management responsibilities with specific organizational responsibilities focused on the highly complex and technical areas of application and platform development, and data analysis and reporting services. Responsible for oversight of all new application development, software platform development, and data analytics and reporting initiatives, including implementation, enhancements, and maintenance activities which support the CDTFA's business objectives. Oversees the successful integration of applications and systems within the department's technology environment. Participates in establishing standards for CDTFA's technology development functions and formulates TSD short- and long-range plans encompassing both strategic and operational needs. Monitors plans to ensure that the Application Bureau's objectives and commitments to accomplishing CDTFA programs and legislative efforts are met. 		
30%	<ul style="list-style-type: none"> Serves as the CDTFA expert in setting division policies and strategies related to application and data services functions. May represent the CDTFA's interests and views on a number of policy-formulating committees impacting statewide tax administration policy and operations as well as statewide information technology policy in support of the CDTFA's application and data architecture. Shares information with state and federal entities regarding CDTFA's technology innovations in tax administration. Participates with other entities regarding electronic commerce requirements, standards, and conventions for tax-related applications. Participates in tax policy issues and potential technology applications and makes policy recommendations accordingly. Exercises considerable influence on how CDTFA considers the initiatives of other state's tax administration technology strategies. 		

10%	<ul style="list-style-type: none"> Establishes and maintains effective liaison relationships with all levels of CDTFA management and staff; information technology officers for other state, federal, and public agencies; the State Data Centers; executives of the Federal Tax Administration, and executives of vendor corporations.
10%	<ul style="list-style-type: none"> Establishes and maintains effective liaison relationships with top level representatives from control agencies such as the Department of Finance, California Department of Technology, the Department of General Services, the Legislative Analyst's office, and the California Department of Human Resources. Serves as a member of information technology management groups and committees, as necessary, in both the public and private sector.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Position is located in a high-rise building.

Physical Abilities:

-

Additional Requirements/Expectations:

- Work long or irregular hours as required.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
---------------------	----------------------	------

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
-----------------------	------------------------	------

HRB Approval Date: 01/19/2022	C&P Analyst Initials: GNR
-------------------------------	---------------------------