

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Supervisor II	Working Title Information Technology Supervisor II
Name of Incumbent	Position Number 280-343-1404-002
Section/Unit Financial Management Section	Supervisor's Name Jeff Loverde
Division Technology Governance	Supervisor's Classification IT Manager I
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 5/23/2022

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Business Technology Management | <input type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering | <input type="checkbox"/> System Engineering |

Under the general direction of the Information Technology Manager I, the Information Technology Supervisor II provides direction, leadership, and direct supervision to staff members of the Cost Management Group (CMG) within the Technology Governance Division of the Information Technology Branch (ITB) of the Employment Development Department (EDD). CMG's responsibilities include providing budgeting, cost reporting and monitoring activities of all Branch expenditures including staffing, operating equipment and expense items, and the information technology (IT) overhead budget. CMG also develops and administers the annual California Department of Technology Interagency Agreement for data center services, various IT reimbursable agreements, budget change proposals and procures IT Branch supplies and office equipment.

The incumbent's primary area of focus is within the Business Technology Management domain. The incumbent must have excellent communication, teamwork, leadership, and conflict management skills.

Civil Service Classification

Information Technology Supervisor II

Position Number

280-343-1404-002

The incumbent contributes toward the growth of the IT Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
35%	Plans, organizes, prioritizes and directs the workload of CMG. Monitors the IT Branch personnel expenditures against the ceiling budget and evaluates monthly reports to ensure effective management of staff resources. Reviews the expenditures for the IT Branch operating equipment and expense (OE&E) budget on a monthly basis. Manages the contract invoice process for all IT Branch consulting contract invoices. Leads and manages the annual Department-wide IT Acquisition Plan call letter for planned IT Overhead hardware and software components. Oversees the development of budget change proposals, reimbursable contracts, Interagency Agreements (IA), including the California Department of Technology (CDT) IA for datacenter services for the Department. Manages the IT Branch supplies and office equipment purchasing process. Monitors and reviews staff workload assignments and ensures that staff complete assigned work and projects within the specified timelines at acceptable levels of quality and service ensuring that standards and security requirements are met. Provides guidance and leadership in support of the successful completion of the Branch and Division goals by collaborating with multiple lines of business within the IT Branch. Ensures that proper analysis, evaluation, and recommendations are developed and implemented to support the needs of the Branch and Division for budget and cost monitoring activities.
20%	Responds to the most complex inquiries from lines of business, management, internal/external customers, and team members for specific budget or cost data. Ensures that the monthly IT project cost reports are prepared and submitted to project managers. Collaborates with Fiscal Programs Division staff regarding cost projections for staffing and OE&E. Recommends resource alternatives and fiscal strategies to support IT Branch business needs and long range plans. Ensures that expenditures are within approved levels and that Division management is apprised of cost trends, alternative funding sources, and future resource needs. Manages the Service Request (SR) process and ensures that SRs received from Department customers for CDT services are reviewed, approved and submitted to CDT through the service tool on a timely basis. Oversees the completion of the annual IT Cost Report due to CDT.
20%	Performs general administrative and direct supervisory activities which include staff recruitment, staff skills assessment, job performance reviews, mentoring, corrective and disciplinary actions, and develops annual training plans for CMG staff. Develops staff and carries out Department and Branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. The incumbent demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.
10%	Prepares and distributes periodic status reports and work progress summaries for Division management. Coordinates regular meetings with staff to share information, obtain status on work assignments, provide direction on new work assignments, and

address employee questions. Attends monthly Division Management Team meetings to share information and provide updates on the incumbent's line of business.

- 10% Works collaboratively with the TGD management team and staff, briefs and advises managementthe manager, exercises a high degree of initiative, independence of action and originality, and must demonstrate tact and good judgment. The incumbent must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

Percentage
of Duties

Marginal Functions

5% Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)

Sitting:

Frequent (51-75%)

Walking: Infrequent (7-12%)

Temperature:

Temperature Controlled Office

Environment

Lighting: Artificial Lighting

Pushing/Pulling:

1-25% of the time

Lifting: 1-25% of the time

Bending/Stooping:

1-25%

Other:

Type of Environment: a. Cubicle b. High Rise c. Select d. Select

Interaction with Public: a. N/A b. Select c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

Directly – 4 IT Specialist I; 1 IT Associate; 1- Office Technician (Typing)

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials
dmg

Date approved
6/7/2022

Reasonable Accommodation Unit use ONLY (*completed after appointment, if needed*)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE