

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Supervisor II	Working Title UAT Quality Oversight Supervisor
Employee Name Vacant	Position Number 791-730-1404-XXX
Project/Division Name CalHEERS	Supervisor's Name Sandeep Kumar
Unit User Acceptance Testing (UAT)	Supervisor's Classification Information Technology Manager I
Physical Work Location 2329 Gateway Oaks Drive, Ste. 100, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this position. It should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload. The incumbent must be flexible and adaptable to changing priorities and direction. Minimal local travel may be necessary.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input checked="" type="checkbox"/> Client Services <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>The Information Technology Supervisor II (IT Sup II) is a full supervisory level position responsible for the leadership and supervision of the testing team and consultant staff performing a wide variety of testing activities in the User Acceptance Testing (UAT) Unit. These activities include Monthly Releases, Human-Centered Design (HCD), and Agile Development Methodology to maintain and modify the system to accommodate new legislation changes and new business needs. The incumbent's role is to support the CalHEERS portal, Change and Configuration Management, validate and supervise the oversight of System Integrator (SI) testing activities (integration test, system test, regression test, automation test) and test payment milestone.</p>	
Percentage of Duties	Essential Functions
40%	<p>Plan, organize and supervise testing personnel and consultant staff who are responsible for developing UAT scenarios, reviewing and approving test scripts, traceability matrices, business process modeling, specifications, and other technical documents. Supervise the oversight of SI testing activities (integration test, system test, regression test, automation test) and approve test milestones. Additional areas include Smoke Testing, UAT, ADA, Mobile Testing, Advocate Testing, Data Warehouse, Disaster Recovery test for major releases, minor releases, and monthly releases through Waterfall, HCD, and Agile methodology.</p> <p>Establish program priorities and objectives for the unit. Responsible for providing clear direction to, and maintaining effective interaction with internal staff, contractors, and other governmental agencies. Provides personal hands-on training and testing support, as needed, to the Department of Health Care Services, Covered California, Statewide Automated Welfare System partner, Carriers, and Advocate staff to ensure they have the necessary knowledge and tools to complete their tasks.</p>

30%	Oversee and evaluate requirements, technical proposals, or functional solutions to ensure the accuracy of staff testing processes. Ensure the review of reported defects along with the implementation of improvements to the system integrator testing activities as necessary. Responsible for employees' abilities to estimate the resources required to develop scripts for the testing of applications. Review and oversee the identification of issues along with appropriate mitigation steps in regard to meeting customer needs and performance problems, reassessing strategic goals, controlling risks and maximizing benefits, managing organizational changes, and successfully implementing new processes through HCD, Agile, and Waterfall Methodology.
15%	Responsible for implementing improvements to communication with CalHEERS Sponsors and partners by providing reports, scheduling meetings, and ensuring availability for business questions and concerns. Verify that appropriate mitigation steps and appropriate communication is being performed amongst sponsors, stakeholders, and partners to avoid testing gaps that may occur between business process design, testing, and implementation phases. Serve as higher-level functional/technical lead when necessary, on the most complex change requests with regards to testing and testability of business requirements and user stories. Remain current on programmatic, research and development, standards and best practices, to ensure continued and consistent assistance to the Sponsors and stakeholders; lead and support intra- and inter-department/agency collaboration; coordinate with the IT Manager I (ITM I) on prioritizing and directing team resources to provide the highest service levels and customer service. From a testing perspective, oversee the analysis of requests on changes to the system and related services. Advise management on the impact or the potential impact of these changes. Ensure project scheduling and management information reports are accurate and timely.
10%	Ensure appropriate staffing within the unit, promote professional development and succession planning, responds to staff concerns, and addresses performance issues. Hire, evaluate, train, motivate, and otherwise manage employees under direct line of supervision. Promote the department's Equal Employment, American's with Disabilities Act, and other personnel practices and policies to maintain standards that promote a work environment free from discrimination, harassment, retaliation, and unprofessional conduct using knowledge of policies and procedures and communication skills on an on-going basis. Provide input into unit development and represent CalHEERS in meetings with stakeholders, as appropriate
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.
4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)	
Standing: Choose an item.	Sitting: Choose an item.
Walking: Choose an item.	Temperature: Choose an item.
Lighting: Choose an item.	Pushing/Pulling: Choose an item.
Lifting: Choose an item.	Bending/Stooping: Choose an item.
Other: Click here to enter text.	
Type of Environment: a. Select b. Select	
Interaction with Public: a. Select b. Select c. Select.	
5. SUPERVISION	
Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates) Directly – 4 Information Technology Specialist I and consulting staff	
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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
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 Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature Date

7. HRD USE ONLY

Human Resources Division Approval

<input type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*
* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.
List any Reasonable Accommodations Made:
Click here to enter text.

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE
 - FILE A COPY IN THE SUPERVISOR'S DROP FILE