

Duty Statement Rank & File

Proposed
 (Submit to HR for
 Review)
 Final

Print or type.
 See Specific Instructions on page 2.

A. Current Position Number 785-250-1405-003	B. Probationary Period /JEP Period 12 months	
C. Incumbent Name Vacant	D. Classification/Job Title Information Technology Manager I (ITM I)	E. Date of Hire
F. Unit, Section, Division Information Technology Division		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager VACANT	I. Classification/Title of Immediate Supervisor/Manager ITM II – Chief Technology Officer (CTO)	
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 1	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule Monday – Friday	N. Work Hours 8:00 AM- 5:00 PM	Occasional off-hours and weekends may be required
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Q. Certification Required <input type="checkbox"/> Yes Click here to enter text. <input checked="" type="checkbox"/> No

Section II JOB DESCRIPTION

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the administrative direction of the Chief Technology Officer (ITM II), the Information Technology Manager I (ITM I) serves as the Section Chief for the Software Engineering Section 2 and is responsible for managing the ongoing technical support and ongoing operation of the Software Engineering Section.

ESSENTIAL FUNCTIONS

- 40% **Software Engineering Oversight**
Domains: Software Engineering, IT Project Management
 Manage Software Engineering Section 2, which includes planning, organizing, and directing the operational activities of the three autonomous teams, Cloud & Solution Engineers, Salesforce Developers, and Application Developers.
- Responsibilities span multiple disciplines involving different technical environments. Ensure staff are trained and educated in using tools in place. Develop skills within the Section accordingly to the technology in place.
 - Manage cloud services and provide cloud services statistics and reports; develop strategies for administering cloud services.

- Manage Software Engineering Section operational costs; conduct near and long-term financial forecasts for expanded functionality/user base.
- Provide strategic direction, oversight, and support for the Cal-ACCESS Replacement System (CARS) project and any IT systems that fulfill the needs of the SOS.
- Provide support and direction for Election Night Reporting, VoteCal and other election-related applications.

30%



Security and Account Management

Domains: Software Engineering, Information Security Engineering

- Provide strategic direction and oversight for the design, development, operation, and support of IT systems that fulfill the needs of the SOS. Regularly report on system performance including trending, resource, and service issues.
- Establish proper metrics and strong monitoring system. Produce standard reports and communicate regularly to staff and management on the status of the infrastructure security and performance, and pertinent infrastructure activities.

Personnel Management and Supervision

Domains: (Business Technology Management/IT Project Management

25%



- Recruit, hire, train and manage staff resources. Schedule work assignments, set priorities, and adjusts as needed due to changing priorities.
- Develop staff training plans to identify training needs and development opportunities.
- Attends management information meetings and prepares management information reports. Assists in the development of feasibility study reports, special project reports, the preparation of budgetary data and required control agency information.
- Assists clients in determining their information technology needs and requirements. Keeps clients informed of requested changes that may affect their respective production. Establish service level agreements with end users.

MARGINAL FUNCTIONS		Leadership & Staff Development
		Domains: Business Technology Management
5%	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Mentor IT staff in the development of IT documentation content. • Conduct technical research including the use of Gartner subscription services and participate in life cycle project implementation. • Keep up to date on industry trends and emerging technologies; and make recommendations to efficiently purchase or acquire products or services.

Section III**EMPLOYEE/SUPERVISOR STATEMENT**

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others while your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
 NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
➡	➡	➡

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED
➡	➡	➡