EDD Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification	Working Title
Information Technology Manager I	SDI Online Section Chief
Name of Incumbent	Position Number
Click here to enter text.	280-349-1405-005
Section/Unit	Supervisor's Name
SDI Online Section	*Click here to enter text.*
Division	Supervisor's Classification
Product Development Division	Information Technlogy Manager II
Branch	Duties Based on:
Information Technology Branch	☒ Full Time ☐ Part Time - Fraction *Click here to enter text.*
	Revision Date
	4/5/2019

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment
☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check
☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*
☒ Travel May be Required   ☐ Other *(specify below in Description)*

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

Occasional travel may be required.

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)

☒ Business Technology Management   ☒ IT Project Management   ☐ Client Services
☐ Information Security Engineering   ☐ Software Engineering   ☐ System Engineering

Under the general direction of the the Information Techology (IT) Manager II over Benefits Solutions, the IT Manager I serves as State Disability Insurance (SDI) Online Applications Section Chief and provides leadership, direction and coordination of work activities and resources for the SDI Online Applications Section within the Product Development Division (PDD) of the Employment Development Department (EDD). This section provides maintenance/operational support for the SDI Online application and enterprise operational support for application development and enhancements to current EDD systems.

The IT Manager I provides forward-looking leadership to the section as the SDI Online Application is continuously enhanced to provide better and more efficient services to EDD's claimants. The incumbent works closely with the Disability Insurance Branch to understand its business needs and collaborates with various IT cross-functional teams to implement those business requirements. The incumbent plays

a pivotal role in transitioning system technical knowledge from vendor to state resources and works with stakeholders to identify the tasks and timelines necessary to deliver EDD required products.

The incumbent contributes toward the growth of the Information Technology Branch into a customer focused service organization by following Branch cultural principles and 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
40%	Provides strong management and a clear vision for the Maintenance and Operation of the SDI Online and various other applications. Sets goals and expectations for the entire SDI Online section, encourages leadership and initiative at all levels, and develops and evaluates alternatives for resolving problems. Makes decisions and takes appropriate action to resolve system problems by pro-actively engaging all the technical areas. Provides decision makers with factual information on risk; proposes methods to mitigate risk and clearly explains issues that impact the work efforts. Communicates the objectives, work plans and status of the various initiatives to stakeholders. Directs staff in the development, documentation, and maintenance for the SDI Online application, as well as other EDD enterprise applications development, in accordance with the System Development Life Cycle (SDLC) and accepted/approved best practices and principles to solve and/or recommend automated solutions to the most complex business problems. Manages the section's budget, staff capacity, future projects, directs current projects, completes special studies, and required personnel activities.
25%	Provides direction and support to establish processes, procedures, and partnerships that foster quality services delivery to the customer organization. Establish and maintain good communications with management, staff, and customers. Plans, coordinates, and directs the activities of staff members. Makes effective use of interdisciplinary teams. Presents ideas and information effectively, both orally and in writing; consults with and advises administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language. Gains and maintains the confidence and cooperation of others.
20%	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 the lines of business.
10%	Proactively ensure that systems, projects, and work processes are of high quality to support new application enhancements by complying with State, Department, and Branch standards. Actively manages staff development programs. Establishes and maintains good communications with control agencies, sponsors, management, staff, vendors, and the customers.

Percentage of Duties	Marginal Functions

5%   Performs other duties as assigned.

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

Standing:	Occasional (13-25%)	Sitting:	Frequent (51-75%)
Walking:	Occasional (13-25%)	Temperature:	Temperature Controlled Office Environment
Lighting:	Artifical Lighting	Pushing/Pulling:	Not Applicable
Lifting:	Not Applicable	Bending/Stooping:	Not Applicable
Other:	*Click here to enter text.*		

Type of Environment: a. Cubicle   b. Select   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 – 2 Information Technology (IT) Supervisor II, 5 IT Specialist II
Indirectly – 1 Staff Services Manager I, 13 IT Specialist I, 1 IT Associate, and 8 Vendor 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 Position Statement.

Employee's Name (Print)
Click here to enter text.

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

	PMG Analyst initials	Date approved
☒ Duties meet class specification and allocation guidelines.	dmg	3/21/2023

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:

Click here to enter text.

**   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**