DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD)	UNIT	POSITION #	DATE
Division of Information Technology	Business Operations & Branch Support	880-280-1405-007	April 2023

NAME OF EMPLOYEE (IF APPLICABLE)
Vacant

CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION (IF APPLICABLE)
Information Technology Manager I	

NAME OF SUPERVISOR
Russell Hernandez

CURRENT CLASSIFICATION OF SUPERVISOR	REVIEWED AND APPROVED BY SIGNATURE
Information Technology Manager II	Kathy Owen, Deputy Director

SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
12	1- IT Supervisor II 7 – IT Specialist II 4 – IT Specialist I	8 1	IT Specialist I IT Associate

DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.

% OF TIME	DUTIES
	Under the general direction of the Information Technology Manager II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include: This position requires the ITM I to exercise initiative and independence on enterprise application solution initiatives involving enterprise departmental databases, geographic information systems (GIS), custom web applications, and cloud-based architectures. The ITM I acts in a lead capacity in the planning and coordination of ongoing unit operational activities which include research, development, standardization, implementation, and management of the agency's most complex custom application systems utilizing ESRI ArcGIS server, ArcGIS Online, ArcGIS Portal, ASP.Net, C#, MVC, JAVA EE, customer off the shelf (COTS), software as a service (SAAS), cloud-based architectures, IIS, Enterprise Java Beans, Java Server Pages, Java Server Faces, Hibernate, Oracle, MSSQL, JBoss Enterprise Application Platform (JBoss EAP), jQuery, Web Services, Red Hat Linux (RHL), and Windows Server. The ITM I will provide services from IT domains including Business Technology Management, IT Project Management, Software Engineering, System Engineering.
25%	Provide technical insight and leadership on new technology initiatives to improve the agency's technology offerings. Participate in business process analyses, requirements analyses, evaluation, build, and implementation of new technology projects to provide solutions that fit into the Water Boards' overall strategies and goals. Advance the adoption of agile development methodologies. Lead new Water Boards' technology initiatives with agile development methodology. Lead branch units with delivery of technical services required for assessment and ensure all branch units deliver services

	efficiently as one unified team. Manage and coordinate technical services required for transition of legacy enterprise applications to new cloud architectures. Collaborate with the DIT Business Management Branch leadership and Water Boards' program management to guide business process analyses, requirements analyses, and evaluation of technology projects. Assist with oversight and direction on all aspects of the software development lifecycle to ensure industry best practices are followed. Assist with oversight of DIT contracts for technical services and products including Statements of Work, Memorandums of Understanding, and other legal documents involving DIT.
20%	Plan, organize, and direct the system support and administration of systems to ensure all branch units deliver services efficiently as one unified team. Manage and oversee the work performed by a multidisciplinary IT staff, Manage the Data Management Unit and provide technical leadership managing workload. Lead technical project management efforts to sustain system engineering operations. The work of this unit includes providing database and application systems administration for the most complex enterprise level database systems. Manage the unit staff to ensure successful development, testing, and implementation of logical database design and data analysis documentation for all enterprise application development projects. Responsible for operations management to provide high quality database services such as physical database design, data table generation, data conversion and migration, database support, database backup and restoration. Ensure ongoing maintenance procedures are followed to monitor, analyze, tune, and optimize database performance. Provide management oversight for creating and maintaining database physical structures and accounts, ensuring the highest level of security to protect the integrity of data. Ensure data clean up, import optimization, and export tasks are followed and documented. Oversee the installation, testing, and maintenance of database system software and account for and project annual database licensing needs. Ensure annual Enterprise database management system software licensing costs and maintenance agreements are tracked and documented. Manage the Red Hat Linux, and Windows Server enterprise performance monitoring and system tuning; and ensure enterprise backup/recovery procedures are maintained.
20%	Manage the GIS Unit and provide technical leadership managing workload. Lead the development, administration and maintenance of the Water Boards' enterprise GIS technical operations and data library. This includes directing staff working on logical and physical design of complex geodatabase structures; development and maintenance of geodatabase design standards; development and maintenance of GIS Library content including data dictionaries and definitions; data cataloging; metadata development and maintenance; ensuring GIS staff and systems administrators monitor performance, tune systems, and establish backup/recovery procedures. Plan, develop, and implement new enterprise GIS development projects. Project activities include budgeting, analysis, planning, development, documentation, testing and implementation of GIS solutions. Ensure annual enterprise GIS system software licensing costs and maintenance agreements are tracked and documented. Oversee subordinate GIS staff in leading Water Board's GIS sub-committee and participate in Cal/EPA's GIS subcommittee. Establish and enforce standards for all Water Board projects involving enterprise GIS solutions for both development and ongoing support as they pertain to environment infrastructure, architecture design, systems administration, system security, and testing. The work of this unit includes technical

	consulting on the management and strategic aspects of the design, implementation, and operations of GIS technologies. The GIS team delivers application development services for enterprise GIS system solutions. The GIS team develops critical datasets for Water Board water quality programs. The GIS unit maintains the enterprise GIS infrastructure. Oversee the installation, testing, and maintenance of GIS system software and account for and project annual GIS licensing needs. Ensure annual GIS system software licensing costs and maintenance agreements are tracked and documented.
15%	Second level supervision and provide technical leadership over the Water Boards' Application Development operations and new projects. The work of this unit includes developing large, very complex applications that are considered time critical or sensitive to Water Boards. Works cooperatively with the Manager of the Applications Development Unit, Water Boards' program staff, and vendors. Project activities generally include analysis, development, documentation, installation, testing and implementation of systems developed at the enterprise level using standardized tools and processes. Assess customer requests for ongoing support and operation and maintenance of various custom applications.
10%	Develop and maintain staffing plans for subordinate personnel to ensure efficient and timely staff selection, development, and performance evaluations. Ensure staff are provided timely and adequate training to be able to address new and emerging technologies being considered for use in the Water Boards. Provide input and direction on technology training to assist with training alignment with technology roadmap. Expand employee and organizational skills to provide consistently high quality, responsive customer service through guidance and formal training. Responsible for formally supervising staff and providing performance evaluations, training/mentoring, work assignments, resource support, and leadership in providing quality services to Water Boards' customers. Work independently, or as Project Lead on other special projects, and other duties as appropriate to the classification, as required.
5%	Work cooperatively on enterprise-wide policies/procedures and standards; hardware/software purchases and inventory. Ensure that all reporting requirements are completed accurately and timely to the appropriate Control Agencies. Recommend new policies and procedures regarding the Boards' information management activities. Participate in the development of Board-wide technology standards.
5%	Perform other duties as required.

Perform other duties as required.

Employee Signature: _____Date Signed: _____