CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

DIVISION OR BCA	POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
Information Technology (IT)	820-720-1405-001	139

UNIT					CLASSIFICATION TITLE
Application Support					Information Technology Manager I

TIME BASE / TENURE	CBID	WWG	COI	MCR	WORKING TITLE
Full Time/Permanent	M01	E	Yes ☒ No ☐	1	

LOCATION	INCUMBENT	EFFECTIVE DATE
Sacramento		

STATE TREASURER'S OFFICE MISSION

The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.

DIVISION OR BCA OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services.

This mission is accomplished through the combined efforts of four ITD sections; Application Development, Client Services, Technical Support, and Information Security. Working together, these sections offer a full range of services including workplace and collaboration services, application development and modernization, data center and cloud services, and network engineering and support, infrastructure development, network support, application development, equipment and software procurement, desktop support, web presence, technology related project management and technical support for new and emerging technologies.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under broad administrative and policy direction of the CIO and the Deputy CIO, (an Information Technology Manager II), this position has full management responsibility for the functions of the Application Support Section, including planning, organizing, staffing, budgeting, and directing all functions and staff to accomplish the work of the section.

The Application Support Section provides application development, maintenance and support services to the State Treasurer's Office (STO) and the sixteen separate, quasi-independent boards, commissions, and authorities (BCAs) that organizationally report to the State Treasurer. The Application Support Section Manager will lead and direct subordinate staff in the complete application lifecycle including new application development, application testing and quality assurance, application release and deployment management, application enhancements and bug fixes, application modernization, application migration to cloud, and service improvement plans and strategic initiatives. The incumbent will also serve as the lead technical architect and strategist on the most complex and technically advanced applications, systems and studies. The incumbent will be responsible for providing consultation and advice on IT initiatives and policy directives and representing the Information Technology Division when needed with the STO/BCA management, external business partners, and vendors on specified initiatives.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
45%	**IT Service Management Operations** Performs the full breadth of administrative functions to ensure the efficient and effective management of the Application Support Section staff and resources.

	Oversees the planning, organizing, directing, and managing of activities and resources of the Application Support Section. Develops and maintains application development processes and documentation that are in collaboration with the ITD's Project Management Group and in compliance with the California Technology Agency. Functions as the technical expert on the most complex and technically advanced applications, systems and problems. Plans and coordinates the implementation of new application development technologies and improvements. Provides technical advice to STO/BCA management on a variety of IT matters; collaborates with end users on the implementation of applications and systems to improve the efficiency and effectiveness of program operations. Manage IT expenditures against budget allocations and develop the justifications needed for increases in current or future budget years. Participate in preparing budget documents, including Project Approval Lifecycle (PAL) and Budget Change Proposals (BCP)
25%	**Supervising Staff** Provides the full range of management responsibilities for the staff of the Application Support Section, including planning, directing and controlling work activities and priorities, hiring, coaching, mentoring, and developing staff, and measuring staff performance. Leads and directs the staff in activities related to the development and maintenance of applications and systems. In addition, the individual will be required to coordinate interfaces with other State agencies, as necessary.
25%	**Collaborating and Coordinating** Collaborates with all IT managers, contributing to the evaluation and recommendations of IT policies, procedures and strategies and promotion of more efficient IT applications and operations. Keeps abreast of technological trends and developments; evaluates and makes recommendations on emerging software technologies and cloud services which can be productively used by the Agency; develops implementation plans and strategies to effectively integrate new technologies into the STO environment. Develops studies and plans; prepares activity reports, project status reports, etc. for STO management and control agencies when needed.
5%	Other job-related duties as required.

SPECIAL REQUIREMENTS

N/A

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE