

The incumbent acts as an IT Manager I on systems software/hardware projects, and/or on information systems.

Percentage of Duties	Essential Functions
30%	<ul style="list-style-type: none"> • Manages a team of motivated, driven, high-energy specialists, and engineers building trust and confidence with team members and business stakeholders. • Demonstrates mastery of SQL Server Database, Embarcadero ERStudio Data Modeling tool, SQL Server Reporting Services Administrator, SQL Server Integration Services, Capacity planning, and the Performance, Tuning, Database backup, Visual Studio Team Systems, Team Database and Team Foundation Server for version control • Works collaboratively with the ITB Support teams to ensure the integration of the SQL needs of each group is met. • Leads analysis and troubleshooting initiatives designed to overcome and eradicate application problems, system software problems, and system resource usage. • Designs and oversees the documentation and implementation of procedures to test patches and new releases of database management system software. • Fosters a team culture of continuous professional development (CPD) to ensure the department improves current knowledge and expertise in a broad variety of systems, applications architectures, and development tools and technologies. • Ensures that systems are monitored for resource usage and make recommendations concerning conservation of those resources. • Provides expertise and a point of referral for the escalation of matters involving critical production failures. Deploys Level III technical support for resolving critical production failures. • Provides team members an integrated task management system that enables staff to effectively manage and provide status on their assigned workloads. • Manages group budget, funding approval, and procurement processes. • Maintains and improves personal technical skill sets to meet EDD's data base administrator requirements. • Fosters and develops effective communication strategies designed to enhance and improve positive relationships with customers, colleagues, and vendors. • Designs, develops and maintains SQL support metrics that demonstrate value provided to EDD.
30%	<p>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 monthly 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 their lines of business.</p>

30%	Performs manager level technical review and analysis of EDD information technology systems to ensure applicable enterprise infrastructure policies and standards are adhered to. Routinely reviews information systems to ensure they are compliant with the Statewide Information Management Manual (SIMM), the State Administrative Manual (SAM), and EDD ITB Technical Circulars. Defines any issues found and coordinates with team members and other stakeholders, including governance policy groups, to resolve internal and external audit findings. Documents completed work, including how the finding was resolved and the date the finding was resolved to both ITB and auditors expectation.
Percentage of Duties	Marginal Functions
5%	Invests in personal development through certification or continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout the EDD.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply)

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	

Type of environment:

High Rise Cubicle Warehouse Outdoors Other:

Interaction with customers:

Required to work in the lobby Required to work at a public counter
 Required to assist customers on the phone Required to assist customers in person Other:

5. SUPERVISION

Supervision Exercised: Directly: 1-IT Specialist II; 9-IT Specialist I; 1-IT Associate

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:

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.

Civil Service Classification
IT Manager I

Position Number
280-353-1405-007

Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	dmg	9/11/2023
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> 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:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file