



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Information Technology Manager I	<b>Unit</b> Information Technology	<b>Name</b>
<b>Working Title</b> Application Development Manager	<b>Position Number</b> 373-100-1405-003	<b>Effective Date</b>

**GENERAL STATEMENT:**

**Domain(s): IT Project Management, Software Engineering**

Under the general direction of the Chief Information Officer (CIO), the Information Technology Manager I (IT Manager I) supervises, plans, organizes, manages, directs, and oversees the work of a group of information technology specialists responsible for evaluating, designing, developing, building, installing, testing, modifying, and maintaining complex systems. The incumbent, serving as a technical manager, may be assigned to and responsible for management of multiple projects concurrently. The incumbent will provide leadership, motivation, coaching, remove roadblocks, and inspire the team to do their best work. The IT Manager I will set department-wide policy for the management and development of IT software solutions. The IT Manager will also serve as the lead developer and be required to develop, test, implement, and maintain GO-Biz systems.

**ESSENTIAL FUNCTIONS:**

<b>35%</b>	<p><b>Manage Software Development Staff and Resources</b></p> <ul style="list-style-type: none"> <li>• Manage and direct staff, activities, and resources of the various projects to support the GO-Biz's core business software applications.</li> <li>• Organize staff workload to accommodate changing priorities and manage multiple assignments concurrently.</li> <li>• Through subordinate IT specialists, oversee requirement analysis, design, technical specifications, coding, testing and implementation of new systems or enhancements to existing systems for the requesting business areas.</li> <li>• Oversee and coordinate the development of new software applications or enhancements to ensure that project requirements are fully implemented, coding and security standards are applied, and the project timeline is met or modified as necessary.</li> <li>• Conduct project builds.</li> <li>• Perform additional analysis as necessary to clarify/refine requirements and/or evaluate possible scope changes.</li> <li>• Coordinate and participate in both internal (IT staff) and client testing.</li> <li>• Plan and oversee project deployment and follow-up.</li> <li>• Provides status reports to management.</li> </ul>
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<b>30%</b>	<p><b>Manage Projects</b></p> <ul style="list-style-type: none"> <li>• Serve as technical project manager for software development projects.</li> <li>• Guide the development of plans and artifacts to obtain internal and external project approval.</li> <li>• Control allocated budgeted funds and staff resources to carry out projects.</li> <li>• Provide managerial oversight for staff who support the systems to ensure projects are accomplished on schedule and within budget to the specification of business users.</li> <li>• Ensure the required process for the project is supported and provides associated documents and approvals.</li> </ul>
<b>30%</b>	<p><b>Lead Developer</b></p> <ul style="list-style-type: none"> <li>• Act as a lead developer and provide guidance in resolving more complex business and/or IT-related problems.</li> <li>• Direct the development team in all aspects of the software development life cycle, including design, development, coding, testing, and debugging, to deliver high-quality solutions.</li> <li>• Collaborate closely with senior stakeholders to understand business requirements and effectively translate them into technical requirements for the development team.</li> <li>• Design, build, and configure applications to meet business process and application requirements.</li> <li>• Write testable, scalable, and efficient code, leading by example, and setting coding standards for the team.</li> <li>• Troubleshoot complex production system problems, isolate causes, develop solutions, code, test, document, and install revised applications.</li> <li>• Review project plans, designs and system specifications prepared by others.</li> <li>• Conduct code reviews and provide constructive feedback to ensure code quality and adherence to best practices.</li> <li>• Mentor and guide junior team members, foster their professional growth, and encourage the adoption of industry best practices.</li> </ul>
<b>5%</b>	<p><b>Methodologies, Standards, Training and Other:</b></p> <ul style="list-style-type: none"> <li>• Lead the development of methodologies and standards.</li> <li>• Lead formal and informal training programs.</li> <li>• Demonstrate expertise with the available tools, methods, and procedures to complete assignments.</li> <li>• Lead and participate in GO-Biz meetings and team meetings/activities.</li> </ul>

**SUPERVISION EXERCISED**

Direct supervision of GO-Biz Application Development Staff

**SUPERVISION RECEIVED**

The Information Technology Manager I will receive general direction from the GO-Biz Chief Information Officer.

**PUBLIC AND INTERNAL CONTACTS**

During the course of work, the incumbent reviews and access information from high-level governmental agencies, high-level members of domestic/international business and economic development communities, private citizens and appointed and elected officials. This information requires a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

**INITIATIVE AND INDEPENDENCE OF ACTION**

The incumbent is relied upon to ensure the completion of assignments without direct supervision. The ability to set and manage priorities, develop, and recommend policies for all programs, and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

**CONSEQUENCE OF ERROR**

Errors, poor judgment, and a lack of professionalism have a direct bearing on the reputation and success of GO-Biz.

**CERTIFICATION**

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**Employee's Signature:**

<b>Information Technology Manager I</b>	<b>Date</b>

**Employee's Printed Name:**

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**Supervisor's Signature:**

<b>Chief Information Officer</b>	<b>Date</b>

**Supervisor's Printed Name:**

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