Duty Statement
Rank & File

☐**Proposed**
(Submit to HR for Review)
☒**Final**

A. Current Position Number	B. Probationary Period /JEP Period	
785-252-1405-001	12 months	
C. Incumbent Name	D. Classification/Job Title	E. Date of Hire
Vacant	Information Technology Manager I (ITM I)	

Print or type. See Specific Instructions on page 2.

F. Unit, Section, Division	G. Location
Information Technology Division Software Engineering Section 1	☒ Sacramento ☐ Los Angeles
H. Name of Immediate Supervisor/Manager	I. Classification/Title of Immediate Supervisor/Manager
Ed Lacroix	ITM II – Chief Applications Officer (CAO)

J. Bargaining Unit (CBID)	K. Time Base	L. Tenure
☒ BU 1	☒ Full Time	☒ Permanent
	☐ Part Time	☐ Permanent Intermittent
	☐ Other	☐ Limited Term
		☐ Intermittent
		☐ Other

M. Work Schedule	N. Work Hours	
Monday – Friday	8:00 AM- 5:00 PM	Occasional off-hours and weekends may be required

O. Background Check Required	P. Job Requires Driving Automobile	Q. Certification Required
☐ Yes	☐ Yes	☐ Yes Click here to enter text.
☒ No	☒ No	☒ No

Section II   JOB DESCRIPTION

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the administrative direction of the Chief Applications Officer (ITM II), the Information Technology Manager I (ITM I) serves as the Section Chief for the Software Engineering Section 1 and is responsible for managing the ongoing technical support and operation of the associated application development and the quality assurance and validation teams.

ESSENTIAL FUNCTIONS

40%   ☒   **Software Engineering Oversight**
Domains: Software Engineering, IT Project Management
Manage a software engineering section, which includes planning, organizing, and directing the operational activities of two subordinate supervisors and their teams. Responsible for:

- Manages, plans, schedules, and coordinates the analysis, architectural design, build, test, implementation, integration, interfacing, deployment and maintenance of software development projects and defects.

- Oversees the development and maintenance of software development standards and procedures pertaining to requirements management, analysis, design, coding, documentation, and unit testing.
- Oversees system configuration management and migration of system changes across different environments (development, test, staging, and production).
- Manages program staff to ensure the integration, system regression, and user acceptance testing are scheduled, conducted, and documented.
- Responsibilities span multiple disciplines involving different technical environments. Ensure staff are trained and educated in using tools in place. Develop skills within the Section accordingly to the technology in place.
- Manage cloud services and provide cloud services statistics and reports; develop strategies for administering cloud services.
- Manage Software Engineering Section operational costs; conduct near and long-term financial forecasts for expanded functionality/user base.
- Conduct reviews of proposed legislation impacting SOS systems by providing technical analysis of high level solutions and associated costs.

30%   ☒   **Procurement and Contract Management**
                    Domains: Software Engineering

- Manages assigned software engineering procurement and vendor contracts.
- Prepares Statement of Work (SOW) or Request for Offer (RFO)
- Analyzes reviews, evaluates, selects, and approves proposed vendor system solutions.
- Evaluates and monitors vendor for performance and deliverables.
- Monitors contracts for fiscal and administrative compliance.
- Coordinates and negotiates vendor scope changes in technical and business requirements, design, interfaces, and system components and software.
- Provides contract management support and guidance during all phases of the contract life cycle.

25%   ☒   **Personnel Management and Supervision**
                    Domains: Software Engineering/Business Technology Management/IT Project Management

- Recruit and mentor the software engineering supervisors to hire, train, and manage staff resources. Schedule work assignments, set priorities, and adjusts as needed due to changing priorities. Develop and maintain a set of metrics and capacity plans for monitoring work activities.
- Develop staff training plans to identify training needs and development opportunities.
- Monitors staff adherence to standards covering all phases of software development lifecycle security and best practices.
- Attends management information meetings and prepares management information reports.
- Assist PMO, as appropriate within the information technology domain, in the development of feasibility studies, special project reports, the preparation of

budgetary data and required control agency information based on California Department of Technology (CDT) Project Approval Lifecycle (PAL) framework.
- Assists clients in determining their information technology needs and requirements. Keeps clients informed of requested changes that may affect their respective production systems. Establish service level agreements with end users.

MARGINAL FUNCTIONS	Leadership & Staff Development
	Domains: Business Technology Management
5% ☒	• Mentor IT staff in the development of IT documentation content. • Conduct technical research including the use of Gartner subscription services and participate in life cycle project implementation. • Keep up to date on industry trends and emerging technologies; and make recommendations to efficiently purchase or acquire products or services.

Section III	EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others while your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

☐ YES

☐ NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
➡	➡	➡

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED
➡	➡	➡