CalPERS

Duty Statement

Classification: **Information Technology Manager II**   **JC-403138**

Position Number: **275-810-1406-001**   HCM#: **2016**

Branch/Section: **Information Technology Services Branch / Enterprise Solutions Development Division / Software Engineering Services Section**

Location: **Sacramento, California**   Telework: Office-centered

Working Title: **Assistant Division Chief, SESS**   Effective Date: **October 1, 2023**

Collective Bargaining Identifier (CBID): **M01**   Supervision Exercised: ☒ **Yes**   ☐ **No**

The Enterprise Solutions Development Division (ESDD) is responsible for application architecture, application development and maintenance of custom business solutions, and integration with commercial off-the-shelf software. ESDD leads the major facets of the software development lifecycle including business analysis, user experience and interactive design, user research, development, and quality assurance for CalPERS systems, websites, and applications. ESDD leverages rapid application development techniques for implementing innovative solutions in support of enterprise operations and business needs.

The Software Engineering Support Section (SESS), within ESDD, is responsible for the system architecture, design, development, testing, enhancement, and maintenance of the my|CalPERS (MCP) system which supports CalPERS business operations for the General Domain and supports the application/solution architecture., environment management, database management and release support.

Under administrative direction of the ESDD Division Chief, the Information Technology Manager II serves as an ESDD Assistant Division Chief and Section Chief for SESS and is responsible for major facets of the software development lifecycle (SDLC) and maintenance of custom business solutions. The incumbent is responsible for planning, managing, organizing, and directing the most critical projects and activities for highly skilled analytical and technical teams. SESS provides a variety of services including business analysis, application development, application/solution architecture, test services and environment, database and release support.

Domain: Software Engineering

Essential Functions

35%   [1]Onsite and virtually, organize, plan, manage, direct and oversee Section activities/workload of a large multidisciplinary team in support of CalPERS mission critical enterprise projects and applications. Establish goals, objectives, priorities, strategies and plans for the Section. Direct the development, maintenance and enforcement of application development standards and methodologies. Ensure project schedules are developed, maintained and adhered to and that all project information is fully documented in accordance with project management standards. Ensure contractors meet their contracted obligations and requirements. Ensure all activities are performed within the most current IT standards and guidelines. Provide guidance on the incorporation of industry best practices into the development and implementation cycles of project delivery. Advise top level management regarding the progress and direction of activities/workload.

30%   Onsite and virtually, formulate, implement, and evaluate departmental policies and have a broad authority for recommending and implementing department-wide policies with significant impact on CalPERS programs. Interpret, coordinate and implement policies and procedures and communicate them regularly to staff at all

levels. In conjunction with subordinate manager/supervisors, determine program priorities and ensure the highest quality of work products and services are provided for staff and stakeholders. Identify, prioritize, and delegate the work to be performed among the divisions; define and establish responsibilities for management and staff; delegate authority and create staff accountability. In line with ITSB's mission, create and maintain a working environment that encourages mutual cooperation between service partners, project teams, and stakeholders.

30%   Onsite and virtually, manage the development and implementation of IT systems by making sound judgments and decisions by working collaboratively with business programs in support of departmental IT interests; quickly identify potential problem areas; develop and analyze alternatives, and take corrective action as needed. Provide open and complete communication among organizational units; develop, maintain and enforce valid staff selection and performance evaluation criteria; and mentor and encourage employees to perform at peak levels. Addresses staff performance issues, conducts performance evaluations and provides feedback vis one-on-one meetings.

5%   Onsite and virtually, participate in strategic and business planning to ensure that the application can support business initiatives. Represent the Section before groups seeking information about policies, procedures and services. Consult with and advise management and other interested parties on a variety of subject matter areas, translating information technology terms into everyday language.

Working Conditions

- [1]This position is designated as office-centered and works primarily onsite at the Sacramento, CA Headquarters at least three weekdays
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair
- Prolonged reading and typing on a laptop or keyboard and monitor

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____   **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____   **Date**: