

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: <i>Information Technology Manager I</i>	WORKING TITLE: <i>Network Engineering Manager</i>
NAME OF INCUMBENT:	POSITION NUMBER: <i>280-353-1405-006</i>
SECTION/UNIT: <i>Enterprise Infrastructure Services / Network Engineering Group</i>	SUPERVISOR'S NAME:
DIVISION: <i>Infrastructure Services Division</i>	SUPERVISOR'S CLASSIFICATION: <i>Information Technology Manager II</i>
BRANCH: <i>Information Technology Branch</i>	REVISION DATE: <i>2/20/2019</i>
Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>):	
Occasional travel may require to Goethe, CDT West Sacramento and EDD field offices.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under the general direction of the Information Technology (IT) Manager II, the IT Manager I has significant responsibilities for formulating or administering organizational information technology policies or programs and for planning, organizing and directing work. The incumbent works as an IT Manager I in the EDD's Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at the Employment Development Department (EDD). The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.</p> <p>The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.</p> <p>The incumbent acts as an IT Manager I on systems software/hardware projects, and/or on information systems.</p>	

Percentage of Duties	Essential Functions
30%	<p>Supervises and directs staff in the Network Engineering Group, ensuring the group consistently provides network architectural infrastructure for the Department. Ensures that designs and models are engineered around the enterprise and provides compatibility and interoperability of components. Maintains knowledge in support of EDD services such as Remote Access, System Management, Network Firewall Protection, all levels of Department security, Gateways, Management of the Central Office Campus and TEAM Network, and the wide area connectivity, which includes approximately 350 field office locations throughout the State of California. Directs the group in engineering for the EDD’s Network Interoperability and enterprise baseline services such as the Central Office Campus Network as well as the statewide field office environment, Remote Access, Firewall Protection, Gateways and Wide Area Connectivity. Demonstrates mastery of knowledge in the complex network topology, including twisted pair cabling and high-speed Ethernet GigaMan links between offices, and ensures this network remains fully operational.</p>
20%	<p>Demonstrates mastery of technical knowledge and leadership for all Local Area Network(LAN) /Wide Area Network (WAN) related network projects. Directs teams within EDD and coordinates with the California Department of Technology (CDT) to develop and implement new enterprise level network infrastructure components, test enhanced capabilities, and provide a “master” level of EDD enterprise technical knowledge across all system environments to ensure the highest level of coordination and integration for the co-engineered EDD CDT network. In partnership with the CDT, ensure the availability, security, reliability, and scalability of the EDD’s remote location connectivity. Directs network teams to implement technical strategies (e.g. Network Redesign Project, applying industry best practices and resolving complex issues). Communicates with appropriate staff and management using strong written and verbal skills. Directs engineers who provide solution architecture and detailed design documentation in support of EDD’s network vision that is based on EDD’s program strategies. Using the ITB/EDD network vision and strategic direction as a base, provides network engineers with direction, guidance, and mentoring to ensure their work is in compliance with departmental and network strategic direction. The IT Manager I understands the Department’s Strategic Plan and the customer business needs, and ensures the Distributed Computing environment has sufficient capacity and functionality to support the department’s business requirements.</p>
15%	<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 weekly 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</p>

15%	Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.
10%	Provides solutions architecture and network analysis for EDD network based LAN/WAN projects. Coordinates all Tier 3 support efforts with the network and telecommunications staff at CDT to resolve the most complex technical problems and issues that occur within the Department's network framework. Sponsors and promotes best practices for both existing systems as well as new network operating system level software products to ensure they effectively operate within the Department's existing network infrastructure. Creates models to predict network capacity and performance for new applications and configurations.
10%	Provides Tier 3 infrastructure support. Coordinates with other Departments, Branches or Division staff to ensure the EDD's network, systems and applications are optimized to operate in the EDD's Enterprise Network environment. Provides data analysis for determining network, system and application capacity within our EDD network. Utilizes data and statistics to provide problem resolution and to determine controlled changes that are necessary to provide a more effective and efficient network. Reviews or participates on all projects that will have network capacity implications.
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 EDD
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
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: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION	
Supervision Exercised: Directly: 1-IT Supervisor II; 4-IT Specialist II; 7-IT Specialist I Indirectly: 5-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.

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	1/3/2024

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

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