

1 DOSITION INFORMATION

# **POSITION STATEMENT**

Working Title	
Information Technology Manager II	
Position Number	
280-343-1406-001	
Supervisor's Name	
Supervisor's Classification	
CEA B	
Duties Based on:	
☑ Full Time □ Part Time - Fraction	
Revision Date	
4/5/2024	

2. REQUIREMENTS OF POSITIO	D
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Check all that apply:

☑ Conflict of Interest Filing (Form 700) Required

- □ May be Required to Work in Multiple Locations
- □ Requires DMV Pull Notice

□ Travel May be Required

- □ Call Center/Counter Environment
- ⊠ Requires Fingerprinting & Background Check
- □ Bilingual Fluency (specify below in Description)
- □ Other (specify below in Description)

Description of Position Requirements (e.g., gualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

# 3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

## Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

□ Software Engineering

Business Technology Management IT Project Management □ Information Security Engineering

- □ Client Services
- □ System Engineering

Under the administrative direction of the Technology Governance Division (TGD) Chief, the Information Technology (IT) Manager II serves in the Business Technology Domain as the Financial & Strategy Management Office Chief. This Section is comprised of the Financial Management Section and the Legislative, Audit, and Policy Group. The incumbent develops policy and strategic plans for the Office's ability to serve internal and external customers. The incumbent establishes longrange activities for the Office including succession planning.

As a member of the Information Technology Branch (ITB) Management Team, the incumbent collaborates with managers and staff on Branch initiatives, policy and standards development, and educational activities, and may serve as a project manager and/or lead for these efforts. The incumbent may also represent ITB's interests by participating on Department task forces and workgroups.

The incumbent will also maintain an active staff development program to provide employees with the opportunity for growth and development.

Participates as an active member of the TGD Senior Management Team. Works collaboratively with the TGD management team and staff, briefs and advises executive management, exercises a high degree of initiative, independence of action and originality, and must demonstrate tact and good judgment. The incumbent must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

The incumbent contributes towards the growth of the ITB into a customer-focused, service organization by following Branch cultural principles.

3. DUTIES AND RESPONSIBILITIES OF POSITION (continued)					
Percentage	Essential Functions				
of Duties 30%	Provides leadership, direction, and oversight for the Financial and Strategy Management Office, including the Financial Management Section, Legislative Audit and Policy Group, and the Resource Management Group. Using an advanced level of technical and organizational understanding, advises subordinate managers on formulating IT strategy, policy, and governance throughout the Branch and enterprise-wide, in the areas of IT cost management, legislation, audits, asset management, and procurement. Establishes long-range business technology goals, objectives, and priorities that have Department- wide impact. Ensures the Office's work is performed within the framework of the Department's mission and vision and is in alignment with the strategic direction of the State of California.				
25%	Exercises master-level knowledge and skills to oversee the development of funding proposals and identification of business technology policies to support the Department's IT fiscal, legislation, audits, asset management, and procurement needs and long-term goals. Develops and oversees the maintenance of IT procurement-related statistical reports and IT cost management reports to meet external reporting requirements in accordance with state regulation and policies. Facilitates IT strategic planning sessions and workshops with executives, management, and stakeholders to determine the direction of the Department's business technology. Represents the Department in meetings and presentations with control agencies such as the California Department of Technology and Department of Finance.				
15%	Formulates, analyzes, and makes recommendations on the effect of legislation on IT operations with special emphasis on cost analysis. Meets with executive-level				

15% Formulates, analyzes, and makes recommendations on the effect of legislation on Tr operations with special emphasis on cost analysis. Meets with executive-level stakeholders to understand business technology constraints and makes recommendations to Department and Branch executives including financial, legislative, and procurement/contracting decisions for IT projects. Consults with and advises management, administrative and executive staff on the planning, development, implementation, and coordination of IT financial and strategy management issues. Evaluates, implements, and communicates Department and state policies and has broad authority for recommending and implementing these policies including the administration of enterprise IT Asset Management activities.

- 10% Provides leadership, direction, and oversight to ensure Branch compliance with personnel policies, laws, rules, standard practices, and procedures. Oversees the implementation of the Branch's IT training plan and facilities management services. Ensures appropriate resources are identified and procured to ensure strategic goals, objectives and projects are completed on time and within the appropriate budget.
- 10% Develops staff and carries out Department and Branch succession plan strategies. Completes IT training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for the Office staffing and budgeting. Plans Office's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. The incumbent demonstrates extensive 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.
- 5% As a member of the TGD Senior Management team, the incumbent partners within IT Branch, the business areas and with other departments to ensure Section goals and objectives are met. The incumbent may direct and coordinate with vendors for contracted services. The incumbent also maintains effective working relationships with external control agencies which may include but are not limited to the Department of General Services, Department of Finance, California Department of Technology, Legislative Analyst's Office, California State Auditor, and the Labor and Workforce Development Agency.
- of Duties Marginal Functions 5% Performs other duties as assigned.

4. WORK E	ENVIRONMENT (Choose all that apply from	n the drop-down me	nus)
Standing:	Occasional (13-25%)	Sitting:	Frequent (51-75%)
Walking:	Occasional (13-25%)	Temperature: Environment	Temperature Controlled Office
Lighting:	Artifical Lighting	Pushing/Pulling:	1-25% of the time
Lifting: Other:	1-25% of the time	Bending/Stooping:	1-25%
	nvironment: a. High Rise b. Select c. Sele with Public: a. N/A b. Select c. Select.	ect d. Select	

# 5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)

Position Number 280-343-1406-001

Directly-1 IT Manager I; 1 SSM II (Sup); 1 IT Supervisor II Indirectly-3 IT Supervisor IIs; 2 SSM I (Sup); 22 IT Specialist Is; 8 IT Associates; ; 7 AGPAs; 2 SSA; 1 Office Technician; 1 Student Assistant 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.

Position Number

280-343-1406-001

Employee's Name (Print)

Click here to enter text.

Employee's Signature

### 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 (Print)

Supervisor's Signature

## 7. HRSD USE ONLY

### Personnel Management Group (PMG) Approval

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	AEL	4/15/2024
Duties meet class specification and allocation guidelines.	CPG Analyst initials	Date approved

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:

\*\* AFTER SIGNATURES ARE OBTAINED:

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE

Date

Date