

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification Information Technology Manager II	Working Title Information Technology Manager II
Name of Incumbent	Position Number 280-343-1406-001
Section/Unit Financial & Strategy Management Office	Supervisor's Name
Division Technology Governance	Supervisor's Classification CEA B
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 4/5/2024

### 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 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 type="checkbox"/> Travel May be Required                                     | <input type="checkbox"/> Other ( <i>specify below in Description</i> )             |

Description of Position Requirements (*e.g., qualified 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.)**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Business Technology Management | <input type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services    |
| <input type="checkbox"/> Information Security Engineering          | <input type="checkbox"/> Software Engineering  | <input type="checkbox"/> 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 long-range 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 of Duties	Essential Functions
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 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.



Civil Service Classification

**Information Technology Manager II**

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.

Employee's Name (Print)

*Click here to enter text.*

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 (Print)

Supervisor's Signature

Date

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

Duties meet class specification and allocation guidelines.

CPG Analyst initials

Date approved

AEL

4/15/2024

**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:

**\*\* 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