STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY

DUTY STATEMENT
TECH 052 (REV. 02/2018)

PROPOSED

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 08/04/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant

D. CIVIL SERVICE CLASSIFICATION Information Technology Manager II	E. POSITION WORKING TITLE Network Architect
F. CURRENT POSITION NUMBER 695-380-1406-001	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-380-1406-001
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION OTech / Infrastructure Services / Enterprise Network / Rancho Cordova	I. SUPERVISOR NAME AND CLASSIFICATION Victor Krause, Deputy Director CEA

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY / 8:00 AM – 5:00 PM / DAY	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK	☒ YES ☐ NO
		DRIVING AN AUTOMOBILE	☐ YES ☒ NO

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

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

☒ Business Technology Management ☒ IT Project Management ☒ Client Services
☒ Information Security Engineering ☐ Software Engineering ☒ System Engineering

Organizational Setting and Major Functions

Under the administrative direction of the Deputy Director of Infrastructure Services, the Information Technology Manager II (IT Mgr. II) has full management responsibility of approximately (65) technical staff and (5) managerial staff members. The IT Mgr. II will work as the Branch Chief for the Network Engineering Branch.

The Network Engineering Branch is responsible for the performance, security, and reliability of the statewide Office of Technology Services (OTech) Telecommunications network including the infrastructure design; installation and support of networking hardware components; network operating systems and software. This encompasses the Wide-Area Network, Metropolitan Area Network, Local Area Network, Internet Access, IP and converged data, voice, video, Fiber Optics network. Providing exemplary customer service and 24x7x365 to meet critical customer needs while providing best value to the State.

Essential Functions

% of time performing duties	
40%	Plans, organizes and directs a large multidisciplinary team in all activities associated with the Engineering Branch; provide oversight of service delivery including production operations; network performance management and capacity tuning; ensure the security of the enterprise network, ensure the adherence to processes and procedures for successful delivery of network services to the customer: and research, evaluation and testing of new technologies related to the OTech network infrastructure.
15%	Develop IT policies and guidelines for the service offerings and projects related to "network services and implementing the technical infrastructure" including the development and maintenance of short and long-term plans in support of the OTech Strategic and Tactical Plans, provide leadership, guidance, and support to subordinate managers.
15%	Manage the most complex administrative and technical activities for the Branch, including the development of rates; development and maintenance for the Branch's annual budget; analysis of statewide bid proposals, development of project documentation required by control agencies; acquisition of technical consulting services; and recruitment and allocation of personnel resources, ensure the Information Technology Infrastructure Library /Service Management (ITIL/SM) processes and standards are implemented. Provides direct report services to the STND Division's Deputy Director.
15%	Responsible for managing the Branch's fiscal resources. Administer the budgetary plan by continually reviewing and assessing the Branch fiscal needs together with the Branch resources and developing and implementing fiscal action to ensure an effective use of both for the Branch's success.

10%	Assists individuals to identify developmental needs and ensures that development plans are defined and executed throughout the year.

Marginal Functions

5%

- Maintains and gains knowledge and understanding of existing and emerging technologies and industry trends through vendor seminars, technical forums, training, Internet research, and reviewing trade periodicals.
- Attends educational workshops, seminars, and conferences, reads professional publications, and participates in peer discussions regarding technology, market environment, and regulatory/legislative considerations to expand and enhance professional knowledge.
- Represent STND as liaison with regulatory and legislative bodies, customer, vendors, utilities, contractors, consultants, and other government entities on network related matters.

Work Environment Requirements

- Must pass a fingerprint background criminal record check completed by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- Must be available to work overtime as necessary and when business needs warrant.
- Must carry a mobile device/smartphone.
- Must maintain consistent, predictable attendance.
- Must be available to travel to the Department of Technology's headquarter and various customer locations for meetings.

Allocation Factors

Supervision Received:
The Information Technology Manager II will report directly to the Infrastructure Services Deputy Director (CEA). Assignments will be made by the Infrastructure Services Deputy Director and be general in nature, accompanied by any special constraints or requirements. Progress will be reported using weekly and monthly status reports, as well as individual project reports, where appropriate. The IT Mgr. II will be responsible for analysis, planning, and implementation of these assignments.

Actions and Consequences:
If the service offerings and projects are not properly managed within the Network Engineering Branch with adequate policy setting and enforcement by the IT Mgr. II, then the negative impact will be great. This will result in unmet customer and stakeholder expectations and damaging media attention. Budget implications include lost revenue to the department and loss of savings to the State.

Personal Contacts:
The IT Mgr. II will represent the department and the division at meetings, councils, and committees with customers, stakeholders, and control agencies. The IT Mgr. II makes regular contact with department/agency heads, the Legislature, the Governor's Office, the State CIO, and other key stakeholders. It is imperative for the IT Mgr. II to be at this level to be influential to these parties and gain their buy-in and confidence.

Administrative and Supervisory Responsibilities:
The IT Mgr. II will be responsible for planning, budgeting, participation in rate setting; recruiting, selecting, placement and development of personnel; and management of vendor and consultant contracts.

Supervision Exercised:
The IT Mgr. II will act as the Network Engineering Branch Chief and will have full management responsibility for the Branch.

Other Information:

    <u>**Desirable Qualifications:**</u>

- Familiarity with the disciplines of Information Technology Infrastructure Library/Service Management (ITIL/ITSM).
- Understanding of Networking Infrastructure technologies (TCP/IP, Fiber Optics, Transmission media types, Routing and Security protocols).
- Strong leadership skills in a complex environment with multiple competing priorities and demands.
- Effective oral and written communication skills.

    Knowledge of:

- Principles, practices, and trends of public administration, including management, organization, planning, cost benefit analysis, budgeting, and project management and evaluation.
- Employee supervision, training, development, and personnel management.
- Current computer industry technology and practices.
- Principles of data processing systems design, programming, operations, and controls.
- State level policies and procedures relating to the Department of Technology, Office of Technology Services.

    Ability to:

- Develop and evaluate alternatives, make decisions, and take appropriate action; establish and maintain priorities.
- Identify the need for and assure the establishment of appropriate administrative procedures.
- Principles of the governmental functions and organizations at the State level, including the legislative process.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE