



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 10/08/25	
DIVISION Standards & Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-034-1404-001	
BUREAU/UNIT Computer Services		CLASS TITLE Information Technology Supervisor II	CBID R01
INCUMBENT		WORKING TITLE Solutions Architect	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Computer Services Bureau (CSB) Chief, the incumbent is the technical lead as well as direct supervisor of the Applications Development Unit staff. The incumbent serves as the Commission on Peace Officer Standards and Training's (POST) Project Architect on the most complex Internet-based applications and information technology (IT) systems; is responsible for project documentation and business analysis; works directly with POST customers, including course presenters, agency/academy staff, and POST staff to develop project objectives and requirements, and report on technical project status.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
30%	ESSENTIAL FUNCTIONS Incumbent provides direct supervision to several Information Technology Specialist I staff; works independently to define the unit's project goals and timelines; monitors team progress; recommends technical courses of action to the Bureau Chief; revises/updates duty statements as needed; delegates and prioritizes workload; completes annual performance evaluations/appraisals and probation reports; establishes and monitors staff work hours; approves leave usage; prepares training plans for subordinate staff; develops, mentors, and coaches subordinate staff to achieve maximum career potential to ensure each has opportunity to reach his/her highest potential for advancement in a technically fulfilling work environment; coordinates with Human Resources to fill unit vacancies, participates in the selection of new unit staff to include question development and interview panel participation; applies progressive discipline procedures as needed; and meets regularly with the Computer Services Bureau Chief to coordinate and prioritize bureau/unit objectives.		
25%	Serves as the Project Architect and the primary point of contact for the POST Electronic Data Interchange (EDI) application; oversees programming and technical support; meets with clients and vendors, including Statewide law enforcement representatives such as academy, presenter, and agency staff to determine business needs and requirements for POST's most complex computer systems, as well as individuals developing systems to interface with the EDI Application Programming Interface (API); gains support from outside entities, POST leadership, and various bureau staff to ensure successful project outcomes; evaluates the need for outside expertise on specialized projects; presents recommendations and cost estimates to leadership; conducts meetings with end users and POST leadership to gather functional requirements and discuss alternatives; provides high-level demonstrations to technical and non-technical personnel Statewide to ensure proper understanding and use of POST's portfolio of IT applications.		

25%	Acts as the Technical Lead; analyzes technical system needs, develops and proposes alternatives, formulates courses of action for developments, enhancements, implementations, and maintenance of EDI, Course Catalog, Continuing Professional Training (CPT)/Profiles delivery systems, POST Authentication and Secure Services (PASS), User Profile tools, and other Internet-based systems developed within POST; prepares project plans, creates functional and technical objectives, requirements, project deliverables, test plans, and quality assurance standards related to all development projects; in coordination with the Bureau Chief, allocates developer and database administration staff time based on technical priorities and business objectives within POST; coordinates installation of applications for end users and oversees integration within POST's computer environment; assists other IT staff members in debugging the most complex problems, and develop strategies for the most complex computer applications; works closely with the Bureau Chief and Information Security Officer (ISO) as issues arise that may require attention.
15%	Provides expertise in Project Documentation and Business Analysis to assist the Bureau Chief in updating the POST IT Capital Plan (ITCP), Agency Information Management Strategy Plan (AIMS), Agency Disaster Recovery Plan (DRP), Risk Assessment, and various control agency documents; assists CSB staff with proper reporting required by State Administrative Manual (SAM), Statewide Information Management Manual, (SIMM), IT Policy Letters (ITPL), regulations, etc; ensures that programmers within POST adhere to proper security guidelines, source code retention procedures, and version control practices; ensures that all POST IT development conforms to System Development Lifecycle (SDLC) best practices; and occasionally works with POST's Business Service Officer to develop appropriate purchasing vehicles, such as Request for Information (RFI), Request for Proposal (RFP), and Request For Offer (RFO) using the State's California Multiple Award Schedules (CMAS) and Master Service Agreement (MSA) programs, as needed; performs IT Trend Analysis; researches and stays up to date with emerging software and hardware technologies that may impact POST's business processes; tracks and makes recommendations for hardware platforms including tablets and other mobile computing devices; identifies social media trends that may impact or aid POST's interests.
5%	NON-ESSENTIAL FUNCTIONS Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours. This position may be eligible for telework.

Off-site setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment with his/her time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE