State Treasurer's Office
POSITION DUTY STATEMENT
STO 1000 (Rev 11/2025)

DIVISION OR BCA	POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
Information Technology (IT)	820-720-1405-002	153

UNIT	CLASSIFICATION TITLE			
Application Management	Information Technology Manager I			

TIME BASE / TENURE	CBID	WWG	COI	MCR	WORKING TITLE
Full Time/Permanent	M01	E	Yes ☒ No ☐	1	Application Development Manager

LOCATION	INCUMBENT	EFFECTIVE DATE
Sacramento		

STATE TREASURER'S OFFICE MISSION

The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.

DIVISION OR BCA OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services.

This mission is accomplished through the combined efforts of several ITD teams: Cybersecurity, Technology Acquisition, Application Management, IT Service Desk, Collaboration Services, and Network and Systems Support. Working together, these IT teams offer a full range of services, including application development and modernization, data center and cloud services, information security, network engineering and support, infrastructure development, equipment and software procurement, desktop support, web presence, technology-related project management, and technical support for new and emerging technologies.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the CIO and the Deputy CIO (an Information Technology Manager II), incumbent holds complete management responsibility for a designated subsection within the Application Management. This includes overseeing a portfolio of applications developed and managed by the Application Management Section, encompassing tasks such as planning, organization, staffing, and the direction of all functions and personnel to successfully achieve the section's objectives.

The Application Development Manager will oversee and guide subordinate staff through the entire application lifecycle, encompassing new application development, rigorous application testing and quality assurance, effective application release and deployment management, continuous application enhancements and bug fixes, strategic application modernization, seamless application migration to the cloud, as well as the formulation of service improvement plans and strategic initiatives.

In addition, the incumbent will assume the pivotal role of lead technical architect and strategist, especially on the most intricate and technically advanced applications, systems, and studies. This position also entails providing expert consultation and advice on IT initiatives and policy directives, along with representing the Information Technology Division as needed in interactions with STO/BCA management, external business partners, and vendors for specified initiatives.

% 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.
30%	**Leadership and Management** **Strategic Planning** • Identify opportunities for technology innovation and improvement. • Develop roadmaps for future application enhancements. **Project Planning and Management**

	• Define project scopes, objectives, and deliverables for new application development and modernization projects. • Develop project plans, timelines, and resource allocation. • Monitor project progress, identify and mitigate risks. • Coordinate with stakeholders to ensure alignment with business goals. • Manage project budgets and resource allocation • Participate in preparing budget documents, including Project Approval Lifecycle (PAL) and Budget Change Proposals (BCP). **Team Leadership and Management** • Provide leadership, mentorship, and performance evaluations. • Foster a collaborative and innovative team culture. • Allocate tasks and responsibilities effectively. • Ensure professional development and training for team members.
30%	**Software Development Lifecycle** **Technical Oversight** • Lead the architecture, design and development of complex software applications. • Define and enforce coding standards and best practices. • Mentor application development team on best coding practices and design patterns. • Review and approve technical design documents. • Ensure adherence to software development methodologies (e.g., Agile, Scrum). • Resolve technical issues and provide guidance to the team. • Provides technical advice to management on a variety of IT matters. **Testing and Quality Assurance** • Develop and maintain quality assurance processes and standards. • Monitor and improve software quality metrics. **Security and Compliance** • Implement and enforce security best practices in software development lifecycle. • Ensure compliance with industry regulations and standards. • Conduct application security audits and assessments. • Lead disaster recovery planning for the entire application portfolio. **Problem Resolution and Incident Management** • Develop and maintain incident response plans. • Oversee and manage response and resolution of critical incidents or production issues. • Conduct post-incident reviews and implement preventive measures.
15%	**Documentation and Collaboration** • Maintain project documentation, including requirements, design, and testing. • Generate regular reports on project status, budgets, and key performance indicators. • Document technical architectures and decisions for future reference. • Participate in code reviews to ensure code quality and knowledge sharing. • Provide technical support and guidance to team members. • Lead technology recovery drills and exercises.
15%	**Communication and Stakeholder Engagement** • Communicate project status and updates to executive leadership and stakeholders. • Collaborate with cross-functional teams (e.g., product management, IT operations). • Ensure effective communication within the development team. • Establish and track tasks, priorities, dependencies, status and completion dates. • Participate in or lead daily stand-up meetings as required. • Report progress on projects and activities in meetings and provide regular written status reports. • Communicate effectively and develop and sustain cooperative working relationships with internal and external business partners.
5%	**Research and Innovation**

	• Stay up-to-date with industry trends, emerging technologies, and best practices.
	• Research and evaluate new tools, frameworks, and technologies for potential adoption.
	• Propose innovative solutions to enhance application performance, security, and user experience.
5%	Performs other related duties as required

SPECIAL REQUIREMENTS

N/A

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE