



**Classification:** Information Technology Manager II  
**Position Number:** 880-280-1406-002

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-280-XXX	<b>Classification Title:</b> Information Technology Manager II	<b>Position Number:</b> 880-280-1406-002
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Chief Applications Officer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> M01
<b>Division/Office:</b> Division of Information Technology		<b>Section/Unit:</b> IT Business Operations Support Branch
<b>Supervisor's Name:</b> Ben Rogers		<b>Supervisor's Classification:</b> Deputy Director, CEA

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the general direction of the C.E.A. B and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Information Technology Manager (ITM II) has management responsibility to develop and enforce policy for IT systems that align with the strategic goals of the Water Boards. The ITM II implements the IT vision and strategic direction set by the Deputy Director in support of the State and Regional Boards' Strategic Plan and technology initiatives. This position has statewide impact and influence on the current and future services offered by the Water Board. The ITM II develops and maintains professional working relationships with all other branches and divisions within Water Boards to ensure that strategic plans and IT policies are aligned with water policy initiatives. The ITM II also acts as the Assistant Deputy Director, and will provide services from IT domains including Business Technology Management, IT Project Management, Software Engineering, System Engineering.



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**Essential Functions (Including percentage of time):**

40%	Lead efforts to research, analyze, and apply new enterprise technologies to ensure new solutions are aligned with the Water Boards strategic goals. Provide new technology recommendations to executive leadership regarding the application of technology to meet the strategic goals of the Water Boards. Provide technical expertise in formulating IT policies and strategic initiatives. Collaborate with the IT Infrastructure Support Branch leadership to develop cohesive and comprehensive strategies to provide the best possible support for the Water Boards' staff and stakeholders. Provide expertise with Water Boards' business operations, new technology architectures, agile development methodologies. Lead strategic initiatives to ensure all new Water Boards' technology initiatives are developed using the agile development methodology.
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40%	<p>Provide oversight of enterprise system software solution initiatives and align to IT vision and strategic direction objectives. Provide oversight and direction for enterprise application transition to new cloud architectures. Provide oversight and direction on all aspects of the software development lifecycle to ensure industry best practices are followed. Collaborate with the IT Business Management Branch leadership and Water Boards' program management to guide business process analyses, requirements analyses and evaluation of all enterprise programs to provide solutions that fit into the Water Boards' overall strategies and goals. Provide input and direction on technology training to assist technical managers with training alignment with technology roadmap. Serve as the Water Boards' technical representative to agency and statewide information technology events with Deputy Director as required. Manage and mentor senior technical managers and technical leads. Provide oversight of IT contracts for IT services and products including Statements of Work, Memorandums of Understanding, and other legal documents involving IT.</p> <p>Provide IT Business Operations Support Branch (ITBOSB) management leadership for branch units and service functions:</p> <p style="padding-left: 40px;">Applications Development Unit: This unit is responsible for the development of large and complex new application solutions spanning varying technology architectures including geographic information systems (GIS), mobile, on-premise and cloud-based infrastructure and configurations that are considered time critical or sensitive to the Water Boards. This unit performs activities including research, analysis, design, development, documentation, installation, testing and implementation of systems developed at the enterprise level using standardized tools and processes.</p> <p style="padding-left: 40px;">Database Management Unit: This unit is responsible for providing database and application systems administration for the most complex enterprise level database systems. This unit delivers successful development, testing, and implementation of logical database design and data analysis documentation for all enterprise application development projects. The unit is responsible for operations oversight in providing high quality database services such as physical database design, data table generation, data conversion and migration, database support, database backup and restoration.</p> <p style="padding-left: 40px;">GIS/Web Support/Graphics Unit: The work of this unit includes technical consulting on the management and strategic aspects of the design, implementation, and operation of GIS, Web Support and Graphic Design technologies. The GIS team delivers application develop services for enterprise GIS system solutions. The GIS team develops critical datasets for Water Board water quality programs. The GIS unit maintains the enterprise GIS infrastructure. The Web Support team provides web development and publishing support services to Water Boards and regional boards. The Web Support team also provides website analytics, web database application support, Listserv, and wiki administration. The Graphics team is responsible for design projects including flyers, forms, maps, charts, presentations, web, covers, calendars,</p>
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	newsletters, image edits, marketing materials, brochures, posters, reports, and more. This Graphics team also provides staff with photography, video and mapping services. The Graphics team utilizes these technologies to help the Water Boards' programs provide the proper message to staff, stakeholders and the public.
15%	Ensures the Deputy Director is kept informed of the various issues and strategies of the units being managed as well as provides guidance to the units in order to implement cohesive strategies. Obtain training, review technical journals, browse appropriate Internet sites, etc. to acquire and maintain knowledge of emerging technologies, procedures, and industry practices
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and keyboard for extended periods of time.	
<b>Typical Working Conditions:</b>	
Will work in a high-rise office building in downtown Sacramento, in a cubicle in a smoke-free environment. The work schedule is Monday through Friday. Occasional or overnight travel may be required locally and within the state.	

<b>Supervisor Statement</b>		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date