



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Information Technology Manager I

Working Title: Application Development Office Manager

Position Number:535-210-1405-004

Division/Branch or Office: Administrative and Financial Management Services Division / Information Technology Services Branch/Application Development Office

Collective Bargaining Identifier (CBID): M01

Work Week Group (WWG): E

Date Approved: May 7, 2026

Conflict of Interest (COI): Yes No

If yes, this 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 appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the general direction of the Chief Information Officer (CIO) in the Information Technology Services Branch (ITSB), the Information Technology Manager I serves as the Application Development Office Manager. This position works at the managerial level over operations of the Application Development Office (ADO) to ensure staff deliver application services for new and existing databases by using established policies, procedures, and best practices in accordance with industry standards. The incumbent has significant responsibilities in consulting or advising the CIO and executive management on the planning and execution of new IT application development projects and maintenance and operations that include incident management, planning, control and monitoring, design, development, and delivery of information technology solutions and services. The incumbent assists the CIO with a variety of program and administrative activities to develop strategic partnerships, manage service issues, and develop and implement effective communication plans.

This position will primarily function within the Business Technology Management, Software Engineering, and Information Technology Project Management domains.

Essential Duties

35% IT Service Management Operations

Oversee the planning, organizing, directing, and managing of activities and resources of the Application Development Office. Develop and maintain application development processes

and documentation that are in collaboration with the IT Project Management Office and, were applicable, in compliance with the California Department of Technology. Provide leadership on the most sensitive and difficult projects.

Demonstrate a strong knowledge base with respect to information technology concepts, practice, methods, and principles, along with an in-depth understanding of, and currency with respect to evolving industry trends and standards.

Assign and oversee ADO resources to research and analyze the most complex and/or sensitive application issues/problems. Review requirements (e.g., business, functional, system) to identify and eliminate ambiguity. Consult with and provide advice to all levels of staff on various application development matters.

Provide project oversight for ADO-related project activities, including setting priorities and work assignments, providing support/direction, and monitoring progress. Manage budgets and resource hours for contracting services.

Manage IT expenditures against budget allocations and develop the justifications needed for increases in current or future budget years. Participate in preparing budget documents, including Project Approval Lifecycle (PAL) and Budget Change Proposals (BCP)

30% **Supervise Staff**

Provide supervision to ADO staff in day-to-day activities and provide overall prioritization of work assignments. Foster a positive work environment; communicate with staff through routine meetings; provide staff training, mentoring, individual performance monitoring, feedback, and coaching to assist staff in meeting and exceeding performance standards.

Develop and administer organizational procedures and information technology policies, and follow security protocols for planning, organizing, designing, and building effective software application solutions.

Develop and manage the ADO's annual work plan, including the projected annual budget, resource requirements, and complete workload analysis. Gather process metrics on new and existing development projects, size, and duration for project reporting and process improvements for the ADO. Manage technical training plans, monitor training needed by ADO staff, and ensure it is available whenever possible. Deliver employee performance feedback through periodic informal and formal reviews.

20% **Collaborating and Coordinating**

Create and maintain a working environment that encourages and fosters cooperation and respect between the ADO, PMO, Customer Support Unit (CSU), Data Engineering Unit (DEU), Infrastructure Support Unit (NSU), Web Team, customers, and any other stakeholders. Collaborate with ITSB leaders to develop and implement process improvement efficiencies related to service delivery and customer satisfaction.



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Participate in preparing budget documents, including Project Approval Lifecycle (PAL) and Budget Change Proposals (BCP).

Establish and oversee procedures that ensure all stakeholders, including oversight groups, executive management, and business clients, have adequate and timely information pertaining to IT project status and project deliverables to allow them to effectively manage their own change management activities and communicate with their own stakeholders and customers.

Prepare reports and correspondence on sensitive matters for the signature of executives or division directors.

10% Administrative

Ensures subordinate staff comply with all department policies, office standard operating procedures, and protocols. Monitors and evaluates performance for productivity capability and development. Resolves discipline and grievance issues. Makes decisions and recommendations concerning personnel hiring and training. Participates in workforce planning, budgeting, and succession planning.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

All knowledge and abilities of the Information Technology Specialist II and Information Technology Supervisor II classifications; and

Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify

current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability: Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____



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Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____