

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Supervisor II	UI Online - Developer Supervisor
NAME OF INCUMBENT:	POSITION NUMBER:
	280-349-1404-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Benefits Solutions/UI Application/UI Online Development Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Product Development Division	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology Branch	5/20/2026
Duties Based on: <input type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under the general direction of the Section Chief, manages a team that provides application development support for the Unemployment Insurance Online (UIO) application. Plans, organizes, directs, and manages projects in the Product Development Division (PDD), and the work of both state and vendor staff. Responsible for the effective maintenance and operations of the UIO application, the system it operates within, including, but not limited to, interfaces and environments. Ensures the Department's customer needs are met, that systems are high quality, efficient, and maintained in compliance with the Division's standards for documentation and performance.</p>	

Responsible for leading workload management and technical development for the UIO Development Group staff. The group performs a variety of support activities for the UIO application, including, but not limited to, development of application enhancements, incident management, environment support, build deployments hardware/software upgrades, analysis and creation of scripts for database updates, and development of new application reports. They will also support UIO interfaces, such as BizTalk, SOA, Web Services, SSIS, and other interfaces as required.	
Percentage of Duties	Essential Functions
35%	Manages the planning, estimating, and scheduling of tasks related to the development and maintenance of information management systems. Ensures tasks are assigned and progressing according to plan, adequate staffing is maintained, division standards are met, and remedial steps are taken to correct system errors. Responsible for facilitating System walkthroughs and periodic checkpoint reviews and ensures that they are conducted with customer involvement and approval.
25%	Responsible for administrative functions related to project management, including providing direction to each program area, ensuring that the customers have the capability to perform their required business and technical functions, and that all data requirements, schedule dates, etc. are monitored. Ensures activities are consistent, supportive of the overall automation effort, and that the requirements of the various customers are accommodated. Ensures status is reported to all affected participants on a timely basis.
15%	Collaborates to ensure that existing production processing needs are met. Conducts regular meetings with customers to review system requirements, PDD's success in meeting those requirements, and reviews current operating procedures with intent to identify automation opportunities.
15%	Develops staff and carries out Department and Branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. The incumbent demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.
Percentage of Duties	Marginal Functions
5%	Participates in project meetings, working sessions, and status update meetings with the project areas to provide input.
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%

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Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist	
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input type="checkbox"/> High Rise <input type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
Directly- 6 Information Technology Specialist I; 1 Information Technology Associate		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Classification and Pay Unit (CPU) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	FNB	5/29/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

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- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file