



Classification: Information Technology Manager I
Position Number: 880-280-1405-007

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-280-094	Classification Title: Information Technology Manager I	Position Number: 880-280-1405-007
Incumbent Name: VACANT	Working Title: Application Development Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: S01
Division/Office: Division of Information Technology (DIT)		Section/Unit: Business Operations Support Branch
Supervisor's Name: Brian Bustos		Supervisor's Classification: IT Manager II

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Ramirez</i>	Date: June 10, 2026

General Statement

Under general direction of the Information Technology Manager II 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 to solicit and consider internal/external customer input when completing work assignments.



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Position Description

The Information Technology Manager I (ITM I) exercises initiative and independence on enterprise application solutions involving enterprise departmental databases, geographic information systems (GIS), custom web applications, and cloud-based architectures. The ITM I acts in a managerial capacity in the planning and coordination of ongoing unit operational activities which include research, development, standardization, implementation, interpreting laws, rules, and regulations, and management of the agency's most complex custom application systems utilizing ESRI ArcGIS server, ArcGIS Online, ArcGIS Portal, Azure Services, C#, MVC, JAVA EE, Angular, customer off the shelf (COTS), software as a service (SAAS), cloud-based architectures, Microsoft Power Platform, IIS, Enterprise Java Beans, Java Server Pages, Java Server Faces, Hibernate, Oracle, MSSQL, Snowflake Platform, JBoss Enterprise Application Platform (JBoss EAP), jQuery, Web Services, Red Hat Enterprise Linux (RHEL), and Windows Server. The ITM I will provide services across IT domains including Business Technology Management, IT Project Management, Software Engineering, System Engineering.

Essential Functions (Including percentage of time):

20%	Provide technical insight and leadership on new technology initiatives to improve the agency's technology offerings. Participate in business process analyses, requirements analyses, evaluation, build, and implementation of new technology projects to provide solutions that fit into the Water Boards' overall strategies and goals. Advance the adoption of agile development methodologies. Lead new Water Boards' technology initiatives with agile development methodology. Lead branch units with the delivery of technical services required for assessment and ensure all branch units deliver services efficiently as one unified team. Manage and coordinate technical services for transitioning legacy enterprise applications to new cloud architectures. Collaborate with the DIT Business Management Branch leadership and Water Boards' program management to guide business process analyses, requirements analyses, and evaluation of technology projects. Assist with oversight and direction across all aspects of the software development lifecycle to ensure adherence to industry's best practices. Assist with oversight of DIT contracts for technical services and products, including Statements of Work, Memorandums of Understanding, and other legal documents involving DIT. Plan, organize, and direct system support and administration to ensure all branch units deliver services efficiently as one unified team. Ensure production applications are stable, secure, and optimally performing. Address and lead maintenance outages with minimal downtime. Manage and oversee the work performed by a multidisciplinary IT staff who support the agency's information systems in the following units:
20%	Manage the GIS Unit and provide technical leadership and managing team workload. Lead the development, administration, and maintenance of the Water Boards' enterprise GIS technical operations and data library, which includes directing staff working on logical and physical design of complex geodatabase structures; development and maintenance of geodatabase design standards; development and maintenance of GIS Library content, including data dictionaries and definitions; data cataloging; metadata development and maintenance; ensuring GIS staff and systems administrators monitor performance, tune systems, and establish backup/recovery procedures. Plan, develop, and implement new enterprise GIS



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	<p>development projects to include budgeting, analysis, planning, development, documentation, testing, and implementation of GIS solutions. Ensure annual enterprise GIS system software licensing costs and maintenance agreements are tracked and documented. Oversee subordinate GIS staff in leading the Water Board's GIS sub-committee and participate in Cal/EPA's GIS sub-committee. Establish and enforce standards for all Water Board projects involving enterprise GIS solutions for both development and ongoing support as they pertain to environment infrastructure, architecture design, systems administration, system security, and testing. The work of this unit includes technical consulting on the management and strategic aspects of the design, implementation, and operations of GIS technologies. The GIS team delivers application development services for enterprise GIS system solutions. The GIS team develops critical datasets for the Water Board water quality programs. The GIS unit maintains the enterprise GIS infrastructure. Oversee the installation, testing, and maintenance of GIS system software and account for and project annual GIS licensing needs. Ensure annual GIS system software licensing costs and maintenance agreements are tracked and documented.</p>
20%	<p>Manage the Data Management Unit and provide technical leadership in managing workload. Lead technical project management efforts to sustain system engineering operations. The work of this unit includes providing database and application systems administration for the most complex enterprise-level database systems, including managing and implementing the Snowflake Platform as the data warehouse for the Water Boards. Manage the unit staff to ensure the successful development, testing, and implementation of logical database design and data analysis documentation for all enterprise application development projects. Responsible for operations management to provide high-quality database services such as physical database design, data table generation, data conversion and migration, database support, database backup, and restoration. Ensure ongoing maintenance procedures are followed to monitor, analyze, tune, and optimize database performance. Provide management oversight for creating and maintaining database physical structures and accounts, ensuring the highest level of security to protect data integrity. Ensure data clean-up, import optimization, and export tasks are followed and documented. Oversee the installation, testing, and maintenance of database system software and account for and project annual database licensing needs. Ensure annual Enterprise database management system software licensing costs and maintenance agreements are tracked and documented. Manage the Red Hat Linux and Windows Server enterprise performance monitoring and system tuning and ensure enterprise backup/recovery procedures are maintained. Oversee the implementation and governance of the Snowflake data warehouse.</p>



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15%	Provide second-level supervision and technical leadership over the Water Boards' Application Development operations and new projects, which include analysis, development, documentation, installation, testing, and implementation of enterprise-level systems using standardized tools and processes. The work of this unit includes developing large, very complex applications that are considered time-critical or sensitive to Water Boards. Works cooperatively with the IT Supervisor II of the Applications Development Unit, Water Boards' program staff, and vendors. Assess customer requests for ongoing support and operation and maintenance of various custom applications.
15%	Develop and maintain staffing plans for subordinate personnel to ensure efficient and timely staff selection, development, and performance evaluations. Ensure staff are provided with timely and adequate training to address new and emerging technologies under consideration for use by the Water Boards. Provide input and direction on technology training to ensure alignment with the technology roadmap. Expand employee and organizational skills to provide consistently high-quality, responsive customer service through guidance and formal training. Responsible for formally supervising staff and providing performance evaluations, training/mentoring, work assignments, resource support, and leadership in providing quality services to Water Boards' customers. Work independently, or as Project Lead on other special projects, and other duties as appropriate to the classification, as required.

Marginal Functions (Including percentage of time):

5%	Work cooperatively on enterprise-wide policies/procedures and standards; hardware/software purchases and inventory. Ensure that all reporting requirements are completed accurately and in a timely manner to the appropriate Control Agencies. Recommend new policies and procedures regarding the Board's information management activities. Participate in the development of Board-wide technology standards.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, use a phone and a keyboard for extended periods. Ability to lift 15 pounds to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during production outages, patching, or upgrades to system applications, as well as during department mission-critical efforts. Travel may be required locally and within the state.



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Supervisor Statement		
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