

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager I	Enterprise Desktop Application Security Engineering Manager
NAME OF INCUMBENT:	POSITION NUMBER:
Brad Hingsbergen	280-353-1405-004
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Cloud Technologies / Enterprise Desktop Application Security Engineering	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Infrastructure Services Division	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology Branch	2/3/2025
Duties Based on: <input checked="" 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 checked="" 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.) <i>Click here to enter text.</i>	
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 type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering	
<p>Under the general direction of the IT Manager II, the IT Manager I has significant responsibilities for formulating or administering organizational information technology policies or programs and for planning, organizing and directing work. The incumbent works as an IT Manager I in the EDD's Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at the EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.</p> <p>The incumbent contributes toward the growth of the Information Technology Branch into a customer-</p>	

focused service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.

The incumbent acts as an IT Manager I on systems software/hardware projects, and/or on information systems.

Percentage of Duties	Essential Functions
45%	<p>Performs high level technical and supervisory tasks in architecting and support of the Infrastructure Support Division's lines of business. Responsibilities include, but are not limited to, maintaining technical expertise, managing engineering and architectural staff, as well as process development, improvement, maintenance, and support.</p> <p>Manager and technical architect for Enterprise Desktop Application Solutions (EDAS) Group services, including, but not limited to, computer endpoints (servers, workstations, laptops, and tablets), System Management steady-state and asset inventory, compliance, Print Servers and Printers, Enterprise Faxing and Active Directory Administration of account provisioning.</p> <p>Manages EDAS employee employment administration and technical deliverables for operational support and architecture and engineering workload.</p> <p>Manages administration responsibilities, technical resources, deliverables and projects to integrate and/or provide required controls.</p> <p>Manages staff in producing, formalizing and maintaining documentation and operational guides on collaboration and other applications established for the Enterprise.</p> <p>For provided services, manages staff in configuring and integrating application monitoring and reporting statistics with Enterprise Monitoring and Reporting services.</p> <p>Manages staff response to escalated Enterprise break/fix server and client problems by mentoring staff in investigating and troubleshooting to resolve issues and ensure staff close with Root Cause Analysis.</p> <p>Manages EDAS technical resources time and deliverables and act as team lead/architect/mentor for department projects.</p> <p>Manages staff in architecting and supporting the evaluation and testing of hardware and software for the server/client infrastructure and systems.</p> <p>Manages, architects, mentors and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.</p>
25%	<p>Performs Managerial level technical review and analysis of EDD information technology systems to ensure applicable enterprise infrastructure policies and standards are adhered to. Routinely reviews information systems to ensure they are compliant with the Statewide Information Management Manual (SIMM), the State Administrative Manual (SAM), and EDD ITB Technical Circulars. Defines any issues found and coordinates with team members and other stakeholders, including governance policy groups, to resolve the more complex internal and external audit findings. Documents completed work, including how the finding was resolved and the date the finding was resolved to both ITB and auditors' expectation.</p> <p>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,</p>

20%	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%	Invests in personal development through certification or continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout the EDD.
5%	Perform other duties as required within the specifications of the classification, including but not limited to training, research, consulting, and/or unplanned projects and initiatives.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
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 checked="" 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)	
N/A	
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	

Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	NW	3/25/2025
<p>Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i></p> <p><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></p> <p>List any Reasonable Accommodations made:</p>		

Supervisor: After signatures are obtained, make 2 copies:

- 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