

Duty Statement

Managerial

Section I **POSITION INFORMATION**

Print or type.	A. Current Position Number	B. Probationary Period /Job Evaluation Period	C. Form 700 Filer?
	785-252-1405-001	12 Months	Yes
	D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Vacant	IT Manager I / Section Chief	
	G. Unit, Section, Division	H. Location	
	SEAB/ITD	Sacramento	
	I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
Eddie Lacroix	IT Manager II / Chief Applications Officer		
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure	
M01	Full Time	Permanent	
N. Work Schedule	O. Work Hours	P. Telework	
Monday – Friday	8:00 – 5:00	100% Remote	
Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes Click here to enter text.	
<input type="checkbox"/> No	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No	

Section II **JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Description of duties

Under the administrative direction of the Chief Applications Officer (ITM II), the Information Technology Manager I (ITM I) receives broad administrative and policy direction and requires little or no direct supervision. This position serves as the Section Chief for Software Engineering with delegated authority over a designated business application portfolio and is responsible for managing the ongoing technical support and operation of the associated application development, quality assurance and validation teams comprised of multiple technical domains or disciplines. The IT Manager I is responsible for developing and monitoring program goals, objectives, and budget. This level is responsible for the professional training and development activities of personnel within the associated section. Maintain regular, consistent and predictable attendance in the performance of these specific functions:

The incumbent advances diversity, equity, and inclusion; reinforces a high-quality customer experience; maintains awareness of emerging trends in technical services; and optimizes the information technology project portfolio to support the Secretary of State’s programmatic objectives

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
40%	<p>Primary Domain: Software Engineering</p> <ul style="list-style-type: none"> • Manages, plans, prioritize, schedules, and coordinates the analysis, configuration, development, test, implementation, integration, migration, interfacing, deployment and maintenance of software development system changes and projects through assigned supervisors and staff. • Oversees the development. maintenance and adherence of standards and procedures for requirements, software development, technical specifications, system documentation and quality control using standardized processes and stakeholder input. • Identify, document and monitor defined service levels and system performance management standards to measure the performance and effectiveness of technology services and staff using tools and methodologies. • Develop and analyze performance metrics and capacity reports related to software solutions and staff to optimize efficiency. • Manage IT software assets and coordinate their lifecycle through ITAM (IT Asset Management) standards • Manage program supervisors and staff to ensure the integration, system regression, and user acceptance testing are scheduled, conducted, and documented. • Manage and/or coordinate administrative functions including purchasing, budgeting, accounting, facilities, business services, Human Resources, etc. • Recruit and mentor the software engineering supervisors to hire, train, and manage staff resources, schedule work assignments, set priorities, and adjusts as needed due to changing priorities. • Facilitate IT strategic planning and policy formulation sessions and workshops.
30%	<p>Primary Domain: Business Technology Management</p> <ul style="list-style-type: none"> • Formulate, analyze, and make recommendations on the impact of legislation and plan for its implementation under the direction of State, departmental and other applicable government policies and regulations. • Perform vendor management to ensure the delivery of IT goods and services using applicable verification techniques in accordance with Contract terms, conditions and requirements. • Provide technology procurement oversight to verify compliance with IT policies and standards in compliance with State and departmental rules and regulations. Process procurement requests to acquire IT related goods and services. • Manage Software Engineering Section operational costs; conduct near and long-term financial forecasts for expanded functionality/user base. Work with PMO, budgets, contracts, and legal affairs in building Budget Change Proposals for regular work that clearly identify staffing, technology, and costs. • Work with Information Security, Cyber Security, and Risk Management for the identification of potential or occurring system compromise or loss of data and/or application services.

20%	<p>Primary Domain: Project Management</p> <ul style="list-style-type: none"> • Work with Project Management Office (PMO) to ensure compliance to PMO standards. • Work with PMO, budgets, contracts, and legal affairs on Project Approval Lifecycle. • Work with PMO, budgets, contracts, and legal affairs in developing respective Budget Change Proposals for regular and project work that clearly identify staffing, technology, and costs. • Analyzes reviews, evaluates, selects, and approves proposed vendor/product system solutions. • Ensure appropriate number of staff and respective classifications are assigned to projects through building of workload analysis and costs. Ensures costs and expenditures stay within budget guidelines. • Prepares Statement of Work (SOW) or Request for Offer (RFO)
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MARGINAL FUNCTIONS

Percentage	Description of Duty
10%	<ul style="list-style-type: none"> • Other duties as defined by CALHR in the respective IT Manager I classification. • Provide training, mentorship, and leadership programs and opportunities for subordinate staff. • Conduct division, branch, or section level collaboration meetings for the improvement of IT systems and delivery of services. • Monitor and incorporate changes in industry best practices and evaluate emerging technologies for use within the department. • Evaluates and encourages the use of software development tools for code development, security, efficiency, and identity management.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III **EMPLOYEE/SUPERVISOR STATEMENT**

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME) ▶	EMPLOYEE SIGNATURE ▶	DATE SIGNED ▶
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ▶ Eddie Lacroix	SUPERVISOR SIGNATURE ▶	DATE SIGNED ▶
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