

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Information Technology (IT)					POSITION NUMBER (Agency-Unit-Class-Serial) 820-700-1406-002		Position ID 306	
UNIT					CLASSIFICATION TITLE Information Technology Manager II			
TIME BASE / TENURE Full Time/Permanent	CBID M01	WWG E	COI Yes ☒ No ☐	MCR 1	WORKING TITLE Deputy Chief Information Officer			
LOCATION Sacramento					INCUMBENT		EFFECTIVE DATE	
STATE TREASURER'S OFFICE MISSION								
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.								
DIVISION OR BCA OVERVIEW								
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services. This mission is accomplished through the combined efforts of several ITD teams: Cybersecurity, Technology Acquisition, Application Management, IT Service Desk, Collaboration Services, and Network and Systems Support. Working together, these IT teams offer a full range of services, including application development and modernization, data center and cloud services, information security, network engineering and support, infrastructure development, equipment and software procurement, desktop support, web presence, technology-related project management, and technical support for new and emerging technologies.								
GENERAL STATEMENT								
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief Information Officer (CIO), the Information Technology Manager II serves as the Deputy Chief Information Officer (Deputy CIO) and is a key member of the Information Technology (IT) leadership team. The Deputy CIO provides executive-level leadership, strategic direction, governance, and oversight of the department's information technology programs, portfolio, application services, and workplace and collaboration technology services. The incumbent is responsible for enterprise IT program and portfolio management and provides direct leadership and oversight of the Application Management and Workplace & Collaboration Services sections. The Deputy CIO ensures technology investments, projects, applications, and end-user technology services are aligned with departmental business priorities, statewide technology policies, security requirements, architectural standards, and the department's strategic technology roadmap. The Deputy CIO acts on behalf of the CIO as delegated and represents IT leadership with departmental executives, business programs, control agencies, vendors, and other governmental entities.								
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.						
25%		IT Program and Portfolio Management - Provide leadership, governance, and oversight for the department's enterprise information technology portfolio, including major initiatives, modernization efforts, application projects, infrastructure and workplace technology initiatives, and technology investments. - Establish and maintain IT portfolio governance processes to evaluate, prioritize, sequence, and monitor technology initiatives based on business value, strategic alignment, risk, resource capacity, dependencies, security requirements, technical architecture, and fiscal considerations.						

	- Establish portfolio-level performance measures, dashboards, reporting, and governance mechanisms to provide executive leadership with visibility into project health, schedules, budgets, risks, dependencies, resource utilization, and expected business outcomes. - Identify cross-project risks, resource constraints, competing priorities, and dependencies and work with IT managers, project managers, business executives, and stakeholders to develop appropriate mitigation and resolution strategies. - Provide leadership and executive oversight for complex information technology procurements, including Requests for Offers (RFOs), Requests for Proposals (RFPs), competitive solicitations, Statements of Work (SOWs), and other technology acquisition activities supporting departmental programs and strategic initiatives. - Ensure applicable technology initiatives comply with California Department of Technology requirements, State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), State Contracting Manual (SCM), departmental policies, and other applicable state and federal requirements.
25%	Technical Oversight Modernization - Drive complex large scale application development and modernization programs. - Spearhead cloud-native development and infrastructure modernization. - Collaborate with technology partners for integration and support. - Coordinate with stakeholders to ensure alignment with business goals. IT Infrastructure Management - Ensure high availability, reliability, and performance of infrastructure and systems. - Ensure technology operations comply with relevant regulations, standards, and best practices. - Collaborate with the CISO on cybersecurity initiatives to protect organization data and systems from threats. Application Management - Oversee the development, deployment, and maintenance of business applications. - Ensure applications are user-friendly, meet business requirements, and are optimized for performance and scalability.
15%	Documentation and Reporting - Spearhead knowledge management in the organization. - Report progress on projects and activities in meetings and provide regular written status reports.
15%	Communication and Stakeholder Engagement - Communicate status and updates to executive leadership and stakeholders. - Collaborate with cross-functional teams (e.g., technology acquisition, cybersecurity, etc.) - Ensure effective communication within the team. - Establish and track priorities, dependencies, status and completion dates. - Report progress on projects and activities in meetings and provide regular written status reports. - Communicate effectively and develop and sustain cooperative working relationships with internal and external business partners.
10%	Team Management and Development Team Leadership and Management - Manage and mentor the application management and workplace and collaboration services teams. - Foster a collaborative and innovative team culture. Training and Talent Development - Promote professional development and training opportunities for the IT team. - Identify skill gaps and implement training programs. - Encourage certifications and continuous learning. - Attract and retain top talent within the application management and IT infrastructure sections.
5%	Research and Innovation

	- Stay up-to-date with industry trends, emerging technologies, and best practices. - Research and evaluate new tools, frameworks, and technologies for potential adoption.	
5%	Perform other related duties as required	
SPECIAL REQUIREMENTS		
N/A		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION - I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE