

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Information Technology Section/Software Development Group		DIVISION Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Supervisor II		BARGAINING UNIT S01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-041-1404-004		CURRENT DATE 08/10/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general direction of the Information Technology Manager I, the Information Technology Supervisor II is responsible for planning, organizing, controlling, and coordinating activities for business analysts and software development staff assigned to the Enforcement Applications Unit (EAU). This is a project management position with a focus on custom software development. The EAU team is responsible for analysis, coding/development, testing, and documentation for very complex, high-cost, multi-year, statewide projects in support of the California Highway Patrol uniformed and non uniformed staff for the Software Development Group.

SUPERVISION RECEIVED

The Information Technology Supervisor II reports directly to and receives the majority of their assignments from the Information Technology Manager I. However, direction and assignments may also come from the Information Technology Manager II.

SUPERVISION EXERCISED

The Information Technology Supervisor II provides direction to seven Information Technology Specialist Is and general supervision to one Information Technology Associate.

WORKING CONDITIONS

Travel may be required. This position is full time in office.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

45%	IT PROJECT MANAGEMENT: The Information Technology Supervisor II will direct the activities of application developers and business analysts on software development projects. The Information Technology Supervisor II coordinates the efforts of EAU staff through the various phases of the Project Approval Life-cycle (PAL). The Information Technology Supervisor II is responsible for oversight and scheduling for project phases; allocating resources; tracking project status; and planning and facilitating meetings. This position is responsible for coordinating communications and efforts between users, development staff, senior and executive leadership, and external stakeholders. The Information Technology Supervisor II is responsible for the development and maintenance of contracts for consulting services as required.
30%	BUSINESS TECHNOLOGY MANAGEMENT: Manage and direct the activities of the information technology staff responsible for developing systems to support the Department's needs. Duties include supervision and coordination of subordinate staff; hiring and overseeing the development of employees through training; weekly and, when necessary, daily, one on one sessions; as well as yearly performance reviews. The incumbent will conduct staff meetings; and provide oversight in creation of management reports, presentations, and all project documentation.
10%	IT PROJECT MANAGEMENT: Conduct stakeholder and executive sponsor meetings, communicate with partners such as County Courts and County Public Works offices, and prepare periodic management and ad hoc management reports for all levels of the Department.
5%	BUSINESS TECHNOLOGY MANAGEMENT: Assist Section and Division in planning for successful automation of departmental program functions and short and long range goals of the Section. Specific duties include: provide input for short- and long-term plans, prepare training plans, assist Section and Division in the preparation of the California Highway Patrol's (CHP) annual Strategic Plan and the Long Range Information Systems Plan, and assist Section and Division management with the Section's annual budget.

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5%	CLIENT SERVICES: Manage project user acceptance testing, participate in training, participate in and manage application design sessions, and manage and periodically review work orders and help tickets assigned to the EAU Unit. Ensure incident resolutions are documented. Participate and provide proper communication documentation for CHP Change Control Meetings. <u>Non-Essential Functions</u>
5%	Other duties, within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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