

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 388-041-1404-006		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, supervising, controlling, and coordinating activities for staff assigned to the Time and Pay Applications Unit (TPAU). The TPAU is a high functioning software development team responsible for the development and maintenance of several highly critical applications. The Information Technology Supervisor II will have a broad understanding of software development and will supervise all phases of the software delivery process 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.

WORKING CONDITIONS

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

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 45% | IT PROJECT MANAGEMENT: The Information Technology Supervisor II is responsible for initiating new technology projects, including scheduling the project phases, allocating resources, tracking project status, planning and conducting various types of meetings between users and development staff, conducting staff meetings, preparing management reports and presentations, and preparing project documentation related to the Stage/Gate processes, Special Project Reports, and Post Implementation Evaluation Reports. The Information Technology Supervisor II is responsible for the development and maintenance of contracts for consulting services. Duties include supervision and coordination of staff, hiring and developing employees through training and performance review reports, conducting staff meetings, and preparing management reports and presentations. |
| 30% | SOFTWARE ENGINEERING: Responsible for the supervision of staff that are writing code and developing and maintaining software systems that support stakeholders across the Department. Will oversee the release management process for staff responsible for the architecture, development, testing, and delivery of software systems. |
| 15% | CLIENT SERVICES: Prepare periodic management and ad hoc management reports for all levels of the Department. Manage project user acceptance testing, participate in training, participate and manage application design sessions, and manage and periodically review work orders and help tickets assigned to the TPAU. Ensure incident resolutions are documented. |
| 5% | BUSINESS TECHNOLOGY MANAGEMENT: Assist in planning for successful automation of departmental program functions. Participate in and provide proper communication documentation for Change Control meetings. Specific duties include: providing input for short- and long-term plans, supervising staff that maintain software user manuals and/or policy, preparing training plans, assisting in the preparation of the Department's IT Strategic Plan, and assisting Section and Division management with the Section's annual budget. |

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Information Technology Supervisor II

388-041-1404-006

		<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

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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