



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Information Technology Division	Information Technology Supervisor II	549-073-1404-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
IT Projects & Procurement Section	Information Technology Supervisor II	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Financial Applications Development Unit	Bateson/HQ – Sacramento, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Information Technology Manager I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Information Technology Manager I, the Information Technology Supervisor II (ITS II) will serve as and Financial Applications Development Supervisor. Operating primarily within the Software Engineering technical domain, the supervisor holds full managerial and technical responsibility for the unit's functions and resources. The ITS II directly supervises information technology professional staff within the unit, including two Information Technology Specialist I positions responsible for financial application development, data integration, systems analysis, reporting, and dashboard development. In addition to supervisory and administrative oversight, the incumbent specialist, complex technical work. In this capacity, the position provides critical application development services in support of the Administrative Services Division and Statewide Bond Office, and fulfills custom, specialized financial report requests department wide.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Technical Leadership & Enterprise Architecture • Drive the architecture, design, and end-to-end development of departmentwide complex software solutions throughout the complete system lifecycle. • Deliver strategic technical counsel, feasibility studies, and data-driven recommendations to leadership regarding platform investments, enterprise architecture, and modernization initiatives. • Review and formally approve critical design documents, complex solution architectures, and cross-system integration workflows. • Direct core platform decisions and integrations with oversight agencies, ensuring full compliance and seamless interoperability with the State Controller's Office (SCO) and FI\$Cal.	
25%	Specialized Financial Reporting & Custom Analytics	

	• Serve as the department-wide subject matter expert for custom, specialized, and highly complex financial report requests. Extract, synthesize, and analyze data across diverse financial system integrations, bond program platforms, and RICEF components to fulfill urgent, data requests. • Design, build, and maintain ad-hoc queries and specialized reporting templates to support executive decision-making and legislative inquiries. • Individually validate data integrity and financial compliance across custom outputs before delivery to departmental business units and external control agencies.
20%	Systems Troubleshooting & Incident Management • Lead technical IT staff in advanced, tier-three troubleshooting to optimize system resource utilization. • Provide deep technical expertise and hands-on crisis management for high-priority production incidents to mitigate business downtime. • Diagnose and resolve highly intricate technical issues across enterprise infrastructure and integrated financial workflows. • Oversee IT staff in generating comprehensive post-incident reviews, technical correction plans, and systemic issue summaries for executive leadership. • Escalate technical recommendations, problems and issues, orally and in written form, to the appropriate business process owners and management, as required
10%	Engineering Practices & Quality Assurance • Drive the implementation of Agile methodologies and modern CI/CD pipelines to ensure the rapid, secure deployment of core financial applications. • Enforce strict software engineering standards, robust audit trails, and automated reconciliation testing frameworks to continuously validate data precision, eliminate fiscal discrepancies, and guarantee compliance across all platforms.
10%	Supervision • Perform management and administrative functions such as hiring, evaluating, time tracking, and staff vacation scheduling. • Supervise staff responsible for systems research and problem solving. • Provide direction and guidance to team members in the development and deployment of technical solutions. • Develop and prepare complex documents for management review.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible	
SPECIAL REQUIREMENTS:	

None.

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE