California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Information Technology Supervisor II	

BRANCH
Operations and Administration Branch

DIVISION	OFFICE
Fiscal and Administrative Services Division	Fiscal System Analysis Office (FSAO)

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
S01	E	4214	174-243-1404-001	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Domain(s): Business Technology Management, Client Services, Information Technology Project Management, Software Engineering, and Systems Engineering.

Under the general direction of the Director of FASD, the Information Technology Supervisor II (Supervisor) manages FSAO. This position is responsible for planning, organizing, and directing activities associated with supporting FASD's most complex information technology needs. Responsibilities include assessing fiscal and administrative needs and managing resources to achieve divisional missions. This position is expected to provide leadership for the development of divisional and departmental business applications.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent is supervised by the CEA, B, Division Director of FASD.

SUPERVISORY RESPONSIBILITIES

This position has direct supervision over four Information Technology Specialist Is and one Information Technology Associate.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This role requires extended periods of sitting at a computer workstation and repetitive use of the hands, forearms, and fingers to operate computers, monitors, printers, and copiers. The work is performed in a climate-controlled office environment with artificial lighting in a multi-story building. The incumbent must be flexible and able to work long hours to meet time-critical deadlines. The incumbent may be required to lift items weighing up to 25 pounds.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Staff Supervision: Direct and supervise staff assigned to the Fiscal Systems Analysis Office, including four Information Technology Specialist I positions and one Information Technology Associate.

The incumbent determines ongoing work assignments and delegates responsibilities; directs daily activities and special assignments; monitors and evaluates performance; approves leave requests; conducts and approves training; coordinates division-wide process improvement activities; facilitates discussions among offices within the division and staff throughout the department; and provides guidance to staff in the development of needs assessment studies, feasibility study reports, and detailed system design documents.

Relative % of Time Required: 30	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Systems Analysis, Design, and Programming: The incumbent uses approved methodologies and the Systems Development Life Cycle (SDLC) to provide planning, direction, and guidance to IT staff on the most complex projects. Acts as a leader and mentor to staff throughout all phases of the SDLC. The incumbent ensures that staff meet departmental development standards through the use of technical and business reviews. Working side by side with staff in a lead role, the incumbent is expected to oversee systems analysis, design, development, testing, and implementation activities for various business application development projects and fiscal, administrative, and personnel information management systems. Ensures that all information technology reporting documents are prepared and approved prior to development.

Relative % of Time Required: 25	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Project Management: The incumbent acts as a project leader and provides oversight responsibility for multiple complex information technology projects in support of business software development projects. Manages project scope, schedule, cost, quality, resources, communications, and risks. This position may act as a project manager on a project, oversee several projects simultaneously, and monitor the work of the unit.

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Internal Representation: Represent the Fiscal Systems Analysis Office within the department and with control agencies, such as other departmental divisions, FI$Cal, the Department of Finance, the State Controller's Office, and other state agencies; make presentations; gather feedback and concerns; clarify policies and procedures; and promote networking among divisional and departmental personnel.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

-Ability to use tact and interpersonal skills to develop constructive and cooperative working relationships with others.
-Ability to lead and participate with team members and customers in all phases of the product life cycle using standard software engineering tools and methods.
-Ability to adapt to changes in priorities, work assignments, and other interactions.
-Ability to prioritize work assignments and/or solutions to problems to ensure completion within established time frames.
-Ability to communicate effectively, both verbally and in writing.
-Ability to apply strong analytical skills.
-Ability to be dependable, accurate, and team-oriented.
-Ability to create and promote an equitable and inclusive workplace where diversity is valued.

PERSONAL CONTACTS

The incumbent interacts with departmental employees at all levels and representatives from other governmental agencies, such as the Financial Information System for California (FI$Cal). The incumbent also engages with other units within the CDE, including the Technology Services Division (TSD), Human Resources Division (HRD), and Facilities, as needed.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor