

DUTY STATEMENT

Employee Name:

Classification: Information Technology Supervisor II (Business Technology Management)	Position Number: 580-151-1404-XXX
Working Title: Pega Application Development and Support Supervisor	Work Location: 1616 Capital Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Information Technology Services Section	Branch/Section/Unit: Application Development and Support Branch / Health and Administrative Support Section/Pega Development and Support Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Job Summary

Under the general direction of the Health and Administrative Support Services (HASS) Chief, the Information Technology Supervisor II (IT Sup. II) plans, organizes, directs, and controls the activities of the California Department of Public Health (CDPH) PEGA team. The IT Sup II manages multi-disciplinary staff working on projects with statewide programmatic impact, data systems supporting mandated state and federal reporting requirements, and advises section, division, and program Deputy Directors on complex and sensitive program planning issues. The IT Sup II supports activities and staff closely aligned with the Business Technology Management, Client Service, Software Engineering, and Systems Engineering Domains.

Special Requirements

- ☐ None
- ☒ Supervision Exercised
- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:

☐ Other: **Essential Functions** (including percentage of time)

30% Directs and coordinates highly complex projects built on the CDPH PEGA Enterprise platform, some of which may impact multiple departments. Directs the Unit in the

development and administration of service wide information technology (IT) plans, policies, procedures, and standards. Develops, supports and guides the design, configuration, and development of the most technically advanced business solution/IT projects. Prioritizes and allocates resources in response to customer requests for services, works with program managers to resolve resource deficiencies, and recommends tradeoffs. Plans, organizes, and directs unit activities and has full management responsibility for several major IT systems such as implementation and operation of information systems, maintenance, and development of new applications and systems to improve information management in support of programmatic requirements.

- 25% Assigns staff to project teams to implement new systems. Balances staffing within the Unit's functional areas to best meet ADSB's priorities. Recruits new staff and recommends disciplinary actions. Prepares reports for performance and employee development appraisals. Directs, plans, organizes, and prioritizes the daily and long-term activities of the Unit. Provides leadership, supervision, guidance, and training to Unit staff to further develop the Unit's collective skills.
- 20% Works with program managers to assess their IT needs to make changes to service levels or system outputs. Collaborates with the California Department of Public Health's (CDPH) Budgets Office to prepare the budget detail necessary for the data processing line item in any program Budget Change Proposal. Formulates, analyzes, and makes recommendations on the impact of legislation. Plans for legislative implementation under the direction of state, departmental, and other applicable policies and regulations.
- 10% Ensures the Unit is in compliance with control agency requirements, State Administrative Manual, Statewide Information Management Manual, Feasibility Study Reports, and Special Project Reports. Collaborates with control agencies regarding all external IT projects. Assists programs in how to comply with control agency requirements and with project initiation considerations.
- 10% Negotiates with service providers to ensure that resources are defined and contracted for availability when required. Defines equipment needs both current and future and obtains data center concurrence to include them in their long-range plans and budgets. Recognizes sensitive/important projects and/or equipment installations and works with principles (program managers, Finance, Federal Department of Health and Human Services, counties, Center for disease control, etc.) to define scope and constraints for the work before staff is assigned or commitments made.

Marginal Functions (including percentage of time)

- 5% Performs other job related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

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

Supervisor's Name	Date	Employee's Name	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRB Use Only:	Date		
Approved By: Sal Singh	11/2/18		