

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Information Technology Manager I	WORKING TITLE: Enterprise Storage Group Manager
NAME OF INCUMBENT:	POSITION NUMBER: 280-353-1405-012
SECTION/UNIT: Enterprise Infrastructure Services / Enterprise Storage Group	SUPERVISOR'S NAME:
DIVISION: Infrastructure Services Division	SUPERVISOR'S CLASSIFICATION: Information Technology Manager II
BRANCH: Information Technology Branch	REVISION DATE: 12/20/2019
Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>):	
Occasional travel may be required to Goethe, CDT and West Sacramento	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement (Briefly describe the position's organizational setting and major functions): Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under the general direction of the Information Technology (IT) Manager II, the IT Manager I has significant responsibilities for formulating or administering organizational IT policies or programs and for planning, organizing and directing work. The incumbent works as an IT Manager I in the Employment Development Department's (EDD) Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at the EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide IT systems.</p> <p>The incumbent contributes toward the growth of the ITB into a customer-focused service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.</p>	

The incumbent acts as an IT Manager I on systems software/hardware projects, and/or on information systems.	
Percentage of Duties	Essential Functions
45%	<p>Supervises staff on the Enterprise Storage projects and IT initiatives. Oversees the implementation, maintenance and operations of the organization's statewide IT storage/backup systems. Manages vendor contracts from creation through execution to ensure maintenance and support, project, and incident-related support are defined, procured, and occurring as needed. Provides supervision over staff responsible for high level technical tasks in engineering and support of Enterprise Storage environments and backup\recovery operations.</p> <p>Primarily manages storage engineering staff, as well as process development, improvement, and maintenance of Enterprise Storage systems and processes.:</p> <ul style="list-style-type: none"> • Directs staff in providing Operations Storage Area Network Hardware and Software Implementation and Support, and documenting related processes and configuration. • Backup/Recovery Distributed File System Services • Data De-duplication and Archiving • Data Management and Zoning • E-Discovery and Litigation Hold • Enterprise Storage Capacity Planning • Enterprise Storage Infrastructure Systems • Respond to Enterprise break/fix storage and backup/recovery problems • Enterprise Storage specialist for department projects. • Technical support the evaluation and testing of hardware software for the Storage and Backup\Recovery systems • Technical support for the enterprise storage infrastructure
25%	<p>Maintains mastery of technical knowledge and leadership for all Enterprise Storage related infrastructure projects. Directs teams within EDD and coordinates with non-EDD staff to develop and implement new enterprise infrastructure components, test enhanced capabilities, and provide a "master" level of EDD enterprise technical knowledge across all system environments, ensuring the highest level of coordination and integration for the EDD infrastructure. Provides technical review and analysis to ensure all applicable enterprise storage infrastructure policies and standards are adhered to. Ensures information systems are compliant with all department, state, and federal information technology and security requirements.</p>
20%	<p>Develops staff and carries out Department and Branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and</p>

5%	<p>provides weekly status report. The incumbent demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.</p> <p>Invests in personal and team development through certification or continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout the EDD, and ensuring that subordinate staff are effective advocates as well.</p>
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT (<i>Choose all that apply</i>)	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	
Type of environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION	
Supervision Exercised: Directly: 2-IT Specialist II; 6-IT Specialist I; 1-IT Associate	
6. SIGNATURES	
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.	
Supervisor's Name:	

Supervisor's Signature:		Date:	
7. HRSD USE ONLY			
Personnel Management Group (PMG) Approval			
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved	
<input type="checkbox"/> Exceptional allocation, 625 on file.	LB	2/26/2019	
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i>			
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.			
List any Reasonable Accommodations made:			

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file