**OFFICE OF THE STATE CONTROLLER**

DUTY STATEMENT

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| **EMPLOYEE NAME**  Vacant | **DIVISION – UNIT NAME**  California State Payroll System (CSPS) Project |
| **CLASSIFICATION TITLE**  Information Technology Manager II | **HEADQUARTERS ADDRESS**  300 Capitol Mall  Sacramento, CA 95814 |
| **WORKING TITLE**  CSPS Technical Manager | **POSITION NUMBER**  051-221-1406-XXX |
| **Information Technology Domain**  Software Engineering | **EFFECTIVE DATE**  TBD |

**SECTION A: GENERAL DESCRIPTION**

Under the broad administrative and policy direction provided by the Project Manager (C.E.A), the CSPS Technical Manager is a key member of the CSPS Executive Leadership team and through subordinate managers is responsible for overseeing all CSPS technical activities related to planning, design, development, implementation and system maintenance and operations systems. The CSPS Technical Manager’s scope of responsibility includes system and data interfaces, system security, system architecture, system environments, software development or configuration activity, and data conversion for the CSPS Project. CSPS will deliver a modern solution for Human Capital Management (HCM) including core HR functionality (position control, personnel administration, benefits administration, time management, and travel and expense management) and Payroll with employee self-service and streamlined business processes using innovative technology solutions.

The incumbent must demonstrate the highest level of expertise in leadership, design, development, and configuration of highly complex technical systems, in System Development Lifecycle (SDLC) practices, Waterfall and Agile system implementation methodologies, Change Control practices, and customer service.

Duties include, but are not limited to:

**SECTION B: ESSENTIAL FUNCTIONS**

Candidates must have the ability to perform the following essential functions with or without reasonable accommodations.

|  |  |
| --- | --- |
| **Percentage of Time Spent** | **Typical Task** |
| 50% | Working in alignment with the CSPS Functional Team and CSPS Project Management Office and through subordinate managers, plans, organizes and directs a large multidisciplinary technical team consisting of state and vendor staff in all activities to plan, design, develop or configure, implement, and support the CSPS future solution. Manages service delivery for complex system and data interfaces within SCO, external departments and third-party vendors, development of custom functionality, security, environment management, data conversion, and data staging for development, test, production, and other environments. Ensures the CSPS Technical Team adheres to technical standards, project schedule, and quality standards as defined in the various CSPS Project Management Plans. Responsible for ensuring the systems integrator meets the non-functional requirements through testing and ensuring full requirements traceability.  Provides leadership in the identification, quantification, and mitigation of project issues and risks. Provides strategic leadership in discussions regarding process design, change impacts and potential issues to help remove barriers to keep the project on track. Adheres the CSPS Schedule Management Plan and ensures the team is reporting on tasks and meets the agreed upon system implementation schedule.  Develops and influences the future solution IT policies, goals and objectives and ensures the implemented future solution meets those goals and objectives.  Develop quality software development policies that include repeatable standards and guidelines and reusable assets to ensure new systems and solutions are high-quality and cost-effective. |
| 30% | As part of the CSPS Executive Leadership team engages in strategic and innovative planning and resolution of the most critical risks or issues. The incumbent presents and supports recommendations or status to Sponsors, Control Agencies, or the Legislature.  Represent CSPS at all levels of state organizations including executives. Make presentations to large and small groups and lead project meetings with various functional and technical focus groups and task forces comprised of departmental, control agency and labor union representatives.  Develop and maintain effective working relationships within the SCO, contractor management staff, project staff, business partners, department and agency staff, executives, and other project stakeholders. |
| 20% | Lead and manage teams to improve knowledge, skills, and abilities and work performance. Develop and maintain a high performing organizational culture. Provide opportunities for experience and advancement. Ensure staff have the proper training needed to perform their critical role.  Assists in the planning of the future organization with executive management. Identify resource needs and develop or provide input into the development of budget requests. Recruit, manage, and monitor the performance of the CSPS Technical Team and their activities. |

**SECTION C: NON-ESSENTIAL FUNCTIONS**

| **Percentage of Time Spent** | **Typical Task** |
| --- | --- |
| % | Not applicable |

**SECTION D: ADA REQUIREMENT**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

**SECTION E: KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

**Ability to:**

Manage through subordinate supervisors; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

**SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)**

The incumbent will have access to very sensitive and confidential information. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in civil or criminal actions against those involved. The incumbent directs extremely complex and critical technical activity. Incorrectly implemented functionality can result in monetary loss to state employees, negative press, and substantial additional cost to the state.

**SECTION G: PERSONAL CONTACT**

The incumbent will routinely independently confer with all levels of management within all state departments and agencies, make presentations, provide status and recommendations to Sponsors, Control Agencies, and the Legislature.

**SECTION H: WORK ENVIRONMENT**

**While at Headquarters**: Work is performed in a high-rise climate-controlled office under artificial light with standard office furniture and equipment. If required to travel the incumbent may be subject to the elements of the destination.

**While Teleworking**: Employee will be expected to adhere to all requirements of the signed telework agreement.

**SECTION I: PHYSICAL REQUIREMENTS**

The Technical Team Manager may be required to sit for long periods using a keyboard and video display terminal/computer monitor(s).

Check the frequency of activity required of the employee to perform the job

| Activity  (Hours per day) | Never  (0 Hours) | Occasionally  (up to 3 hours) | Frequently  (3 to 6 hours) | Constantly  (6 to 8 hours) |
| --- | --- | --- | --- | --- |
| Sitting |  |  |  | x |
| Walking |  | x |  |  |
| Standing |  | x |  |  |
| Bending (neck/waist) | x |  |  |  |
| Squatting | x |  |  |  |
| Climbing | x |  |  |  |
| Kneeling | x |  |  |  |
| Crawling | x |  |  |  |
| Twisting (neck/waist) | x |  |  |  |
| Is repetitive use of hand(s) required? |  |  | x |  |
| Simple Grasping (R or L) | x |  |  |  |
| Power Grasping (R or L) | x |  |  |  |
| Fine Manipulation (R or L) | x |  |  |  |
| Pushing/Pulling (R or L) | x |  |  |  |
| Reaching (above/below shoulder level) | x |  |  |  |
| Lifting/Carrying | Describe the heaviest item required to be lifted or carried, the frequency and the distance: N/A | | | |

**SECTION J: SIGNATURE**

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

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Employee’s Signature Date

I have discussed and provided a copy of this duty statement to the employee named above.

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Supervisor’s Signature Date