

**PROPOSED**

**CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Technology Services Division		POSITION NUMBER (Agency – Unit – Class – Serial) 174-291-1405-006	
UNIT State Special Schools Support Office		POSITION CONTROL NO. 0113	
INCUMBENT Vacant		CLASS TITLE Information Technology Manager I	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
<p>Under the administrative direction of the director of the Technology Services Division, the Information Technology Specialist Manager I is responsible for oversight and management of the (directly-reporting and subordinate) staff in the State Special Schools Support Office (SSSSO). The SSSSO is responsible for the information technology (IT) environment, security, and customer service desk at the State Special schools and diagnostic centers (SSSDC).</p> <p>Regular travel to the SSSDC sites will be required to oversee responsibilities related to this position. The majority of the duties for this position are in the Business Technology Management and Information Security Engineering domains.</p>			
<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>(Use additional sheet if necessary)</b>		
40%	<b>Operational Management and Technical Leadership</b> <ul style="list-style-type: none"> <li>Responsible for the overall operational management of the SSSSO through subordinate supervisors or a direct staff reporting structure.</li> <li>Plans, organizes, coordinates, and directs the activities of the SSSSO.</li> <li>Performs and/or oversees personnel-related duties such as staff recruitment, performance, evaluation, training, and corrective actions.</li> <li>Keeps track of the operational IT budget, and makes purchasing decisions for IT hardware, software, and services.</li> </ul>		
30%	<b>IT Standardization and Project Leadership</b> <ul style="list-style-type: none"> <li>Provides IT standardization leadership at the SSSDC sites to ensure uniformity at the SSSDC sites, and interoperability between sites where appropriate.</li> <li>Provides IT project leadership for the most complex IT projects at individual sites.</li> <li>Works side-by-side with IT to seek improvements to the IT environment, policies and procedures to achieve operational efficiency.</li> </ul>		

20%	<p data-bbox="224 44 686 75">Information Security Compliance</p> <ul data-bbox="272 86 1560 592" style="list-style-type: none"><li data-bbox="272 86 1560 226">• Ensures that the IT Security and Privacy programs at the SSSDC sites follow California state security and privacy standards, policies, and procedures as documented in the State Administrative Manual (SAM 5300) and State Information Management Manual (SIMM 5300).</li><li data-bbox="272 233 1560 373">• Participates in security and privacy program audits and assessments conducted by California state oversight agencies and third-party contractors. Reviews findings and develops corrective action plans to address any non-compliance issues documented in the reports.</li><li data-bbox="272 380 1560 485">• Ensures timely communication with the California Department of Education (CDE) executive and division management regarding information security and privacy issues, risks, and compliance.</li><li data-bbox="272 491 1560 592">• Assists in the response to high-priority alerts from information security-related products and services to ensure the potential problem is evaluated, and proper remediation steps are taken if necessary.</li></ul>
10%	<p data-bbox="224 602 399 634">IT Research</p> <ul data-bbox="272 644 1560 823" style="list-style-type: none"><li data-bbox="272 644 1560 749">• Responsible for continually improving technical support strategies, and reaching and implementing new hardware, software, and utilities to allow SSSDC's IT environment to operate at peak efficiency.</li><li data-bbox="272 756 1560 823">• Maintains an ongoing knowledge of current and emerging IT security threats, and IT products to help prevent and remediate threats.</li></ul>

**To be reviewed and signed by the supervisor and employee:**

**Supervisor's statement:**

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



**Employee's statement:**

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



*Distribution:*

*Original: Official Personnel File*

*Copy: Supervisor*

*Copy: Employee*

*Copy: Program File*