

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 - 1406 - 003	
UNIT Technical Infrastructure and Management Office		POSITION CONTROL NO. 0116	
INCUMBENT VACANT		CLASS TITLE Information Technology Manager II	
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.			
Domain(s): System Engineering, IT Project Management			
<p>Under the administrative direction of the Chief Information Officer (CIO), the Information Technology Manager II will serve as the Chief Technology Officer and chief technical advisor to the CIO. The incumbent has overall management and technical leadership responsibilities for the planning, organizing, coordinating, and directing of the critical departmentwide information technology (IT) operations, project management, and IT procurements for CDE headquarters, CDE remote locations, the State Special Schools sites, and the State Board of Education (SBE). The incumbent is responsible for developing and implementing departmentwide policies, standards, processes, and procedures that are used to operate and maintain an efficient and secure IT operating environment.</p>			
% of time performing duties	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. (Use additional sheet if necessary)		
40%	<p>Technical Leadership – Responsible for the continual development and improvement of IT operations at a department-wide level to allow CDE's IT environment to operate at peak efficiency while securing CDE's digital assets. Oversees TSD's variable budget and recommends procurement decisions to ensure critical IT goods and services are available in current and future years. Determines the IT project priorities based on staff availability and relative importance at a department-wide level. Research new technologies and determines the most effective technologies for the CDE and the SBE to implement.</p>		
30%	<p>Management and Supervision – Serves as the leader of IT operations, infrastructure, and procurements for CDE headquarters, CDE remote offices, the State Special Schools, and the State Board of Education. Directly supervises 3 positions and indirectly manages and provides oversees the work of over 50 staff. Responsible for the management and supervision of staff in the following technical areas: 1) network infrastructure, 2) email and server infrastructure, 3) distribution and support of end-user computing devices and software applications, 4) telecommunications and virtual conferencing, 5) IT project management, and 6) IT procurements through subordinate managers/supervisors or a direct staff reporting structure. Perform and/or oversee personnel-related duties such as staff recruitment, performance, evaluation, training, and corrective actions.</p>		
20%	<p>Project Management – Serve as the Subject Matter Expert and project leader for the most complex IT projects to ensure projects are completed on-time and within budget. Makes presentations to CDE Executive Leadership on the progress and impact of the IT projects to CDE at a department-wide level.</p>		
5%	<p>Policy, Standards, and Processes Development and Implementation – Responsible for developing and implementing department-wide IT policies, standards, and processes with the objective of creating IT efficiencies for users and providing a more secure IT operating environment. Ensures policies and procedures are in place to support IT disaster recovery and business continuity plans.</p>		

5%	Other – Performs other managerial and technical duties as assigned.
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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
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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
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Distribution: Original: Official Personnel File Copy: Supervisor Copy: Employee Copy: Program File