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| **CLASSIFICATION TITLE**    Information Technology Manager I | **DIVISION NAME**  Information Technology Division,  Infrastructure and Platform Services Office,  Database Platform Services Section |
| **WORKING TITLE**  Database Platform Services Section Chief | **POSITION NUMBER**  333-350-1405-012 |
| **EMPLOYEE NAME**  VACANT | **EFFECTIVE DATE**  TBD |

You are a valued member of the Department of FISCal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

Under the administrative direction of the Information Technology Manager (ITM) II, Chief of Infrastructure and Platform Services Office (IPSO), the Information Technology Manager (ITM) I, Database Platform Services Section (DPSS) Chief is a working technical expert and provides leadership and technical direction to Information Technology (IT) professionals who are tasked with the most complex assignments. The ITM I will plan, direct, manage and monitor the workload and performance of the DPSS staff and affiliated non-Financial Information System for California (FI$Cal) staff including consultants.

The ITM I is responsible for the organization, planning, and oversight of all activities within the FI$Cal DPSS. This section is tasked with the design, installation, configuration, patching and upgrades, monitoring and optimization, backup, recovery, maintenance, and operations of all Oracle databases supporting FI$Cal applications. These applications include PeopleSoft, Hyperion, Primavera, Oracle Business Intelligence, Oracle Identity and Access Management, Broadcom Automic Automation (UC4), Oracle Fusion Middleware Managed File Transfer, Oracle WebLogic, as well as any associated monitoring and development tools. Additionally, the ITM I assumes responsibility for the technical testing of the FI$Cal system, encompassing performance testing, disaster recovery testing, and accessibility testing.

**SUPERVISION RECEIVED**

Reports directly to the ITM II, Chief of Infrastructure and Platform Services Office.

**SUPERVISION EXERCISED**

The ITM I manages the Database Platform Services Section Staff.

**ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

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| **% OF TIME** | **ESSENTIAL FUNCTIONS** |
| **60 %** | **Manage the Operations and Maintenance**   * Plan and manage the design, installation, configuration, and operations and maintenance of all Oracle databases used by FISCal applications including PeopleSoft, Hyperion, Primavera, Oracle Business Intelligence, Oracle Identity and Access Management, Broadcom Automic Automation (UC4), Oracle Fusion Middleware Managed File Transfer, Oracle WebLogic, and any monitoring and development tools. * Oversee the upgrades and patches on Oracle Exadata hardware and software by coordinating with Oracle support services. * Oversee technical troubleshooting and provide assistance for database problem determination * Review proposed system and application changes and validate if each is in best interest of FI$Cal by meeting with vendors, research, analysis and working with other subject matter experts. * Evaluate industry best practices and standards, identify and implement improvements to improve the availability, performance, security and recoverability of FI$Cal database platforms. * Maintain technical environments plan and forecast capacity needs for planned environments.   Ensure that IT methodologies and standards are adhered to, and that new standards are developed in coordination with other departmental functions and industry trends/practices.   * Plan, develop and execute strategies, including adoption of feasible cloud-based solutions, for efficient and cost effective operations and maintenance of FI$Cal database platforms. * Plan and manage installation of hardware at FI$Cal Data centers. * Plan and manage network connectivity at FI$Cal Data centers. * Manage FI$Cal software and hardware license maintenance renewals. * Manage and participate in the review and approval of technical deliverables by following and interpreting the guidelines of the FI$Cal Contracts Office. |
| **25 %** | **Workload and Performance Management**   * Plan, direct, and manage the workload of DPSS staff and affiliated non-FI$Cal staff including consultants. * Monitor progress and performance on assignments and take appropriate action to ensure timely and successful completion of DPSS activities in accordance with the department and division expectations. * Lead the efforts in hiring, developing and retaining competent and professional staff that assures an adequate level of specialized analytical and technical expertise to support current and future FI$Cal needs. * Motivate staff to sustain high performance; establish and maintain proper staff recognition mechanisms. * Develop individual development plans (IDPs), performance appraisals, monitor staff development and attendance, and assist staff with achieving individual performance goals and objectives. * Facilitate learning opportunities for staff and ensure staff receive appropriate and timely knowledge transfer from the systems integrator. |
| **10 %** | **Other Duties**   * Conduct analysis and write reports related to platform services trends and best practices in order to be continuously prepared for future technologies, utilizing inputs from staff, clients, peers and independent research in accordance with the direction of the FI$Cal Chief Information Officer and the department’s executive management. * Maintain currency with FI$Cal ERP software, middleware, and database technologies. * Attend training classes as needed. Satisfactorily complete all team training requirements. |
| **% OF TIME** | **MARGINAL FUNCTIONS** |
| **5%** | * Perform other related duties as required to fulfill FI$Cal’s mission, goals and objectives.  Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments. |

**KNOWLEDGE AND ABILITIES**

Knowledge of: A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

**SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

**WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal’s core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

**SIGNATURES**

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature Date

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

Hiring Manager Signature Date

HR Analyst DG

**Date Revised: 11/22/2023**