



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Manager I	Division Name Information Technology Division, Business Application Services Office, Application Innovation Services Section
WORKING TITLE Application Innovation Services Section Chief	POSITION NUMBER 333-350-1405-008
EMPLOYEE NAME TBD	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 general direction of the Information Technology Manager (ITM) II, Chief of Business Application Services Office, the Information Technology Manager (ITM) I, as the Application Innovation Services Section (AISS) Chief provides leadership and technical direction to Information Technology (IT) professionals who are tasked with the development and maintenance of services and applications within the AISS. The AISS is responsible for providing enterprise-wide application development support in the analysis, design, and development of the most complex customizations for applications that support the Financial Information System for California (FI\$Cal)'s Financial applications.

The AISS Chief works closely with other divisions of the Department of FISCAL to analyze, design, develop, implement, debug, document and support the most complex system reports, interfaces, conversions, enhancements, and forms (RICEFs) for FI\$Cal's accounting, procurement and cash management functions. The incumbent motivates staff to produce quality and effective results for highly complex projects while ensuring adherence to FI\$Cal's department and technology division's vision, goals, and objectives. The AISS Chief leads efforts to document emerging system functions, processes, and data within the FI\$Cal Enterprise Resource Planning (ERP) System and ensures that the FI\$Cal ERP System meets business objectives while adopting latest technology trends and industry best practices. The incumbent has responsibility for multi-disciplinary research, planning and evaluation of critical and complex applications as well as evaluating data issues and solutions. The incumbent will develop and maintain strong working relationships with business customers and technology peers.

SUPERVISION RECEIVED

The incumbent reports directly to the ITM I, Chief of Business Applications Services Office.

SUPERVISION EXERCISED

The ITM I will provide direct supervision to lower level staff within the AISS. The ITM I may act as a back-up to the ITM II, Chief of Business Application Services Office.

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:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40 %	Application Development <ul style="list-style-type: none">• Oversee and facilitate the translation of functional designs into technical solutions and technical design documentation.• Build and test custom components (RICEF) for FI\$Cal PeopleSoft and Primavera systems.• Lead and participate in design and code walkthroughs and knowledge sharing sessions.• Implement and maintain effective strategy for customizations, enhancements, and configuration management of all supported applications.• Oversee technical troubleshooting and provide assistance to functional and technical Subject Matter Experts (SMEs) for application problem determination and resolution.• Facilitate the most complex quality assurance and quality control on all FI\$Cal ERP System customizations; researches and recommends solutions to complex customization problems.• Oversee technical troubleshooting and provides assistance for application problem determination and resolution in partnership with DBAs, developers, and application administrators.• 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.
20%	Systems Analysis and Design <ul style="list-style-type: none">• Organize, plan, coordinate, execute, monitor, report and control the AISS' activities, budget, schedule, and resources.• Oversee and manage various stages of Software Development Lifecycle (SDLC) of the customized application components within the FI\$Cal ERP System.• Evaluate high level business requirements and collaborate with functional SMEs and/or key users in developing impact analysis, multiple solution ideas, designs, and estimating work efforts.• Review proposed system and application changes and validates if each is in best interest of FI\$Cal.

	<ul style="list-style-type: none"> Facilitate, prepare for, and participate in application design discussions, utilizing industry best practices and State Administration Manual (SAM) standards. Lead and participate in review meetings and discussions with functional and technical SMEs for the documentation of the most complex and multifaceted ERP customizations. Evaluate industry best practices and standards, identify and implement effective strategies to improve the analysis, design and development of FI\$Cal Applications.
20%	Staff Management <ul style="list-style-type: none"> Plan, direct, and manage the workload of AISS 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 AISS activities in accordance with the department and division expectations. Work with Administrative Division and 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.
10%	Knowledge Transfer <ul style="list-style-type: none"> Manage and participate in the review and approval of technical deliverables by following and interpreting the guidelines of the FI\$Cal Vendor Management Office. Facilitate learning opportunities for staff and ensure staff receive appropriate and timely knowledge transfer from the systems integrator.
5%	Other Duties <ul style="list-style-type: none"> Conduct analysis and write reports related to Application Development 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. Attend training classes as needed. Satisfactorily complete all team training requirements.
<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> 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 division/branch/section, which may include special assignments.
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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

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 handcart 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: 1/12/2024