CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

DIVISION OR BCA						POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
Information Technology (IT)						820-700-1406-002	306
UNIT						**CLASSIFICATION TITLE**	
IT Admin						Information Technology Manager II	
TIME BASE / TENURE	**CBID**	**WWG**	**COI**		**MCR**	**WORKING TITLE**	
Full Time/Permanent	M01	E	Yes ☒ No ☐		1	Chief Technology Officer	
LOCATION						**INCUMBENT**	**EFFECTIVE DATE**
Sacramento							

STATE TREASURER'S OFFICE MISSION

The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.

DIVISION OR BCA OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services.

This mission is accomplished through the combined efforts of several ITD teams: Cybersecurity, Technology Acquisition, Application Management, IT Service Desk, Collaboration Services, and Network and Systems Support. Working together, these IT teams offer a full range of services, including application development and modernization, data center and cloud services, information security, network engineering and support, infrastructure development, equipment and software procurement, desktop support, web presence, technology-related project management, and technical support for new and emerging technologies.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Chief Information Officer (CIO), incumbent holds management responsibility for IT Infrastructure and Application Management sections in the STO. This includes strategic planning and leadership, budgeting and resource management, team management and talent development, providing technical oversight in software development and IT infrastructure initiatives, and the direction of all functions and personnel in Application Management and IT Infrastructure units to successfully achieve the unit's objectives.

The Chief Technology Officer is responsible for overseeing the IT Infrastructure (Workplace & Collaboration Services, Network and Systems Support) and Application Management sections in ITD to support the ITD's overall goals.

The CTO will be the thought leader on innovation initiatives in application development and IT infrastructure. The incumbent will oversee and mentor subordinate staff, as well as the formulate service improvement plans and strategic initiatives.

In addition, the incumbent will assume the pivotal role of a technical expert, particularly on the most intricate, technically advanced, large-scale, and mission-critical application development, IT Infrastructure and modernization programs. This position also entails providing expert consultation and advice on IT initiatives and policy directives, along with representing the Information Technology Division as needed in interactions with STO/BCA management, external business partners, and vendors for specified initiatives.

% 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.
35%	**Technical Oversight** **Modernization**

	• Drive complex large scale application development and modernization programs. • Spearhead cloud migration and IT infrastructure modernization. • Collaborate with technology partners for integration and support. • Coordinate with stakeholders to ensure alignment with business goals. **IT Infrastructure Management** • Ensure high availability, reliability, and performance of network, servers, storage, and cloud-hosted systems. • Ensure technology operations comply with relevant regulations, standards, and best practices. • Collaborate with the CISO on cybersecurity initiatives to protect organization data and systems from threats. **Application Management** • Oversee the development, deployment, and maintenance of business applications. • Ensure applications are user-friendly, meet business requirements, and are optimized for performance and scalability.
25%	**Strategic IT Management** • Strategic Planning and Leadership • Develop and communicate the technology vision and strategy for business applications and IT infrastructure. • Identify opportunities for innovation and digital transformation. • Align technology initiatives with the organization's overall business goals. • Provide thought leadership and guidance to the Application Management section and IT Infrastructure teams. • Establish and maintain relationships with key stakeholders. **Resource Management** • Support the CIO in ensuring cost-effective use of resources. • Provide input on resource allocation to support technology initiatives and operational needs. • Assist the CIO in evaluating and negotiating with vendors and service providers for technology products and services. **Governance and Risk Management** • Establish governance frameworks for business applications and IT infrastructure. • Mitigate risks associated with technology initiatives. • Coordinate with cross-functional teams and the PMO to ensure successful project outcomes. • Monitor project progress and ensure compliance with project management standards. • Implement organizational change management processes and ensure smooth transitions. • Conduct regular reviews of application and project portfolios.
15%	**Documentation and Reporting** • Spearhead knowledge management in the organization. • Report progress on projects and activities in meetings and provide regular written status reports.
15%	**Communication and Stakeholder Engagement** • Communicate status and updates to executive leadership and stakeholders. • Collaborate with cross-functional teams (e.g., technology acquisition, cybersecurity, etc.) • Ensure effective communication within the team. • Establish and track priorities, dependencies, status and completion dates. • Report progress on projects and activities in meetings and provide regular written status reports. • Communicate effectively and develop and sustain cooperative working relationships with internal and external business partners.
10%	**Team Management and Development** **Team Leadership and Management** • Manage and mentor the application management and IT infrastructure teams. • Foster a collaborative and innovative team culture. **Training and Talent Development** • Promote professional development and training opportunities for the IT team. • Identify skill gaps and implement training programs. • Encourage certifications and continuous learning.

	• Attract and retain top talent within the application management and IT infrastructure sections.
5%	**Research and Innovation** • Stay up-to-date with industry trends, emerging technologies, and best practices. • Research and evaluate new tools, frameworks, and technologies for potential adoption.
5%	Performs other related duties as required

SPECIAL REQUIREMENTS
N/A

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE