

**DUTY STATEMENT
LEGISLATIVE COUNSEL BUREAU
LEGISLATIVE DATA CENTER
LEGISLATIVE TECHNOLOGY BRANCH
ARCHITECTED SERVICES DIVISION**

JOB TITLE: Information Technology Manager II
Business Applications & Legal Services

POSITION NUMBER: 154-9448-307

EFFECTIVE DATE:

ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the administrative direction of the Deputy Director (CEA) of the Architected Services Division, the Information Technology Manager II (ITM II) is responsible for the overall integrity, performance, and reliability of the Legislative Data Center's (LDC) information systems and databases that provide services to the Legislative Branch of the State of California. The specific customers are the legislature, the Assembly Rules Committee, the Senate, and Office of Legislative Counsel (OLC).

The ITM II is responsible for the overall management comprised of the Business Applications Section (BAS), Legal Services Support Section (LSS), and the Legal Services Development Section (LSD). The incumbent will supervise directly, or through subordinate management, a team of information technology specialists in application development and oversees a suite of highly mission critical highly complex systems used by the OLC, Assembly Rules Committee, and the Senate. The ITM II is responsible for the oversight of high-profile application development projects such as the management of two large implementations of the Oracle E-Business Suite (EBS) Systems and in-house developed applications used by the legislature, Assembly Rules Committee, and the OLC, including the Legal Services 2.0 (LS 2.0) bill drafting suite of applications.

The ITM II advises leadership on formulating IT strategy, policy, and governance as it pertains to the ongoing support and management of critical operational projects and services. The ITM II meets with executive level stakeholders to understand business constraints and provides leadership and strategic direction to the technical teams, and vendors/consultant staff to ensure project and organizational objectives are accomplished through effective project and vendor management. The ITM II plans, directs, and oversees critical IT projects and services, and ensures deliverables and functionality are achieved as defined in the project charter, funding documentation and subsequent project plans. The ITM II ensures mission critical program requirements are properly addressed, negotiates with executive-level decision makers on issues of critical importance to project success, and supports LDC's technical enterprise,

governance, and portfolio management reporting. The ITM II works collaboratively with the Rules Committee for Assembly and Senate to ensure customer relationships are well maintained and communications are developed which support positive client interactions and ensure successful project outcomes are achieved.

The ITM II is responsible for setting/influencing organizational information technology policy and strategic plans, formulating long-range information technology programs and objectives, and reviewing/monitoring implementation and conformance of information technology programs with organizational policies, objectives and budget. The ITM II is also responsible for personnel development activities, contract negotiations and business services.

The ITM II exercises a high degree of initiative, independence of action and originality; demonstrates tact and exercises sound judgment that recognizes the best interests of the legislature and the OLC. Duties include, but are not limited to:

INFORMATION TECHNOLOGY DOMAINS

Legislative Technology Consultants:	Critical skills
Applications Services:	Critical skills
Information Security:	Moderate skills
Systems Infrastructure:	Moderate skills
Network Infrastructure:	Moderate skills
Business Technology Management:	Critical skills
Client Services:	Critical skills
Project Management:	Critical skills

ESSENTIAL FUNCTIONS

60% Management

- Oversees coordination of priorities and assignments for Oracle E-Business applications, Legal Services suite of applications, and in-house developed application projects; coordinates and monitors project activities and work plans to measure level of effort/schedule versus planned activities.
- Provides contract management and oversees project planning and control, including management of communications, risks, issues, change requests, and incident tracking.
- Oversees the administration of, and coordinates services and project funding from the Assembly, Senate, and OLC.
- Directs and oversees the implementation of new or enhanced information

applications, including coordination with the offices of the legislature, Assembly Rules Committee, the Senate, OLC, and other state agencies.

- Ensures all time frames and cost estimates are met and that all sponsors and stakeholders are informed of plans, progress, and issues.
- Oversees LSS and LSD ensuring automated Legal Services suite of applications and other related systems are ready for legislative business and daily work of the offices who use those systems.
- Oversees the BAS ensuring the automated Oracle EBS systems are ready for payroll and daily work of the offices surrounding the HR and Fiscal processes.
- Assists in the definition and development of policy, missions, goals, plans, and objectives of the BAS, LSS, and LSD as well as provide consultative support to other units within the agency and the legislature.
- Prepares and reviews operational budget estimates, project proposals, and justifications for staffing, contractors, software and hardware resources required to run BAS, LSS, and LSD and the support, maintenance, and enhancements of the suite of legislative systems.

20% Supervision, Evaluation and Training Subordinate Project Managers/Supervisors

- Reviews recruitment procedures, hiring plans, staff development plans, develops and reviews performance reports, appointment documents, staff advancement, and Merit Salary Adjustments (MSA) for appropriateness of action and adherence to departmental hiring, EEO, and other policies. Conducts performance appraisals and prepares requisite evaluation reports.
- Consults with subordinate managers on issues of preventive, corrective, and formal disciplinary action and supervisory problems in accordance with State and departmental policies, practices, and procedures.
- Mentors subordinate managers and staff on issues of project management, personnel resourcing, scheduling, budget, communications with executive sponsors, project stakeholders, and the Senate and Assembly Rules Committees.
- Supervises, evaluates, and trains subordinate managers and staff.

10% Consultation

- Reviews business proposals for overall soundness of analysis, comprehensiveness of alternative analysis, appropriateness of technology

selected, and application of sound information technology management techniques.

- Evaluates proposals for new/enhanced information technology services requested by the legislature and makes appropriate recommendations and/or decisions.
- Reviews and/or participates in the evaluation of new technologies that potentially improve staff productivity or provide a means to better meet the needs of the offices of the legislature, Assembly Rules Committee, Senate, and OLC.
- Serves in a consultative capacity to agency executives and the Assembly Rules Committees and Senate.
- Evaluates operational system performance and initiates actions as required to ensure continued effectiveness to meet the information technology needs of the legislature and OLC.
- Evaluates proposed new technology for meeting business requirements of the California Legislature. Works with multi-disciplinary teams within the Customer Services Branch and the Legislative Technology Branch to ensure that new technology architecture meets the strategic plan of the agency.

10% Project Management

- Exercises overall direction of assigned projects by coordinating and monitoring project activities, participants, and stakeholders.
- Plans, organizes, directs, and controls the activities of the team members, other LDC staff, and consultants to assist with project activities.
- Oversees project planning and control, including management of communications, risks, issues, change requests, and incident tracking.
- Prepares formal progress reports.

WORK ENVIRONMENT REQUIREMENTS

The ITM II carries a mobile device during work hours and off-shift, works evenings, weekends, and state holidays as required. The ITM II uses highly secured LDC virtual private network technologies from off-site locations to access LDC's applications or systems to perform job duties outside of standard business hours. Occasional travel to visit other State Legislatures for

presentation and meetings as required.

ALLOCATION FACTORS

Supervision Received:

The ITM II reports directly to the Deputy Director of the Architected Services Division. Assignments will be made by the Deputy Director and will be general in nature, accompanied by any special constraints and/or requirements. The incumbent will be responsible for analysis, planning, and implementation of these assignments.

Actions and Consequences:

The ITM II demonstrates initiative, independence of action, originality, tact, and exercises sound judgment that recognizes the best interests of the State, the agency, and the California Legislature.

Errors, poor judgment, unplanned system downtime, and project failure on the part of the incumbent will result in political embarrassment to the California Legislature and immediate media attention. The quality of the services is very critical; risks to the California Legislators and the agency are extreme. Failure of systems under the ITM II's responsibility might result in missing Constitutional deadlines such as the passage of the annual State Budget and/or failure to put a proposition on the ballot for the voters during Election.

Personal Contacts:

Works closely with the California Legislative Counsel, LDC executive staff, Assembly Rules Committee executive staff and HR office, Senate, all LDC management, technical, operations, and administrative personnel, with the vendor community, and external state agencies, and other State Legislatures. It is imperative for the ITM II at this level to be influential to these parties and gain their confidence.

Administrative Responsibilities:

The ITM II is responsible for planning and budgeting of operations and projects. The incumbent manages recruiting, selecting, placement and development of section personnel. The incumbent oversees vendor and consultant contractors.

Supervision Exercised:

Directly supervises Information Technology Managers and teams of Information Technology Specialists at all levels. The duties will consist of coordination and project leadership of LDC, legislative staff, and vendor staff assigned to specific projects.

KNOWLEDGE, SKILLS, AND ABILITY REQUIRED:

Knowledge of:

- Exercising overall direction of assigned projects by coordinating and monitoring project activities, participants, and stakeholders.
- Evaluating system performance and initiating actions as required ensuring continued effectiveness to meet the information technology needs of the California Legislature.
- Evaluating proposed new technology for meeting business requirements of the California Legislature. Working with ASD, Infrastructure Services Division, Cybersecurity, Network, and Environmental Services Division, Member Offices Division, and Chamber & Committee Division, to ensure that new technology architecture meets the strategic plan of the agency.
- Analysis methods to obtain and translate customer's technical and information needs and provide a secure working environment.
- Enterprise resource planning software marketplace and trends.
- Security principles and methods to identify, analyze, specify, design and manage highly complex functional business and security requirements.
- Methods to investigate and resolve application issues.
- Principles and methods to identify, analyze, specify and design highly complex secure applications that meet customers' business requirements.

Skills and Ability to:

- Direct and oversee the implementation of new projects for the legislature and the OLC.
- Serve in a consultative capacity to agency executives, Legal and the Assembly Rules Committees and the Senate.
- Provide technical expertise in the implementation of policies and standards of information security, confidentiality, privacy, integrity, auditability and controllability of information in the information technology environment.
- Oversee coordination of priorities and assignments for Legal Services suite of applications and Business applications upgrade and maintenance projects; coordinate and monitor project activities and work plans to measure level of effort/schedule versus planned activities.
- Provide vendor management and oversees project planning and control, including management of communications, risks, issues, change requests, and incident tracking for BAS, LSS, and LSD.
- Manage the most complex projects that are of the broadest scope and are led by high-level experts and project managers in the development of recommending, configuring, managing and maintaining the technical aspects of the information security and network architecture.
- Oversee the administration of, and coordinates services for, project funding from

the legislature and the OLC.

- Ensure all time frames and cost estimates are met and all sponsors and stakeholders are informed of plans, progress, and issues.
- Oversee the performance, security, and reliability of the statewide Legislative Network and the data center environment.
- Help define and develop policy, missions, goals, plans, and objectives of the ASD as well as provides consultative support to other units within the agency and the legislature.
- Prepare and review operational budget estimates, project proposals, and justifications for staffing, contractors, and software and hardware resources required to applications used by customers of BAS, LSS, and LSD.
- Perform other managerial duties as required including acting in the absence of the Deputy Director of the ASD.
- Accurately read and interpret specifications and apply security solutions to resolve customer's most complex problems.
- Lead project teams, including assigning tasks, reviewing products produced, and resolving issues to assure the projects stays on schedule and complete successfully.
- Demonstrate executive countenance and confidence required to arrive at decisions.
- Address detailed examination from legislative leaders, members, and high-ranking legislative staff without deferral or delegation in a discrete and nonpartisan manner on technology initiatives.
- Effectively communicate both oral and written with legislative leaders, members, high ranking legislative staff, executive management, managers, supervisors, colleagues, team members, contractors, and vendors.
- Produce complex reports to track program and project schedules, milestones, risks and issues, system defects and enhancement requests.
- Establish and maintain strong cooperative and collaborative working relationships with others including executive management, managers, supervisors, colleagues and team members.
- Exercise sound fiscal responsibility to adhere to fiscal guidelines, regulations, principles, and standards of the OLC when committing resources for program, project or operational support.
- Efficiently and effectively manage time and resources allocated to complete program, project and operational assignments.
- Quickly adapt to changes in program, project and operational priorities by being flexible in shifting schedules, milestone, resources or competing priorities.
- Exercise discretion when confronted with strong pressures for and exposure to disclose confidential information because of the partisan nature of the legislature.
- Listen, discern, and constructively summarize subtle and sensitive communications from legislative staff in a partisan political environment.
- Establish and maintain strong cooperative and collaborative working relationships with others including executive management, managers, supervisors, colleagues and team members.

- Exercise master level knowledge and skills in one or more specific future technology, trends, technical components, interfaces, protocols, and architectures.
- Advise management on formulating IT strategy, policy, and governance throughout the organization and enterprise wide.
- Work across/span multiple disciplines to ensure the integration and interoperability of multiple architectural platforms and systems; to build technology blueprint for current and future organizational business needs; and to provide scalable architecture, solution, and design.
- Evaluate the OLC's contingency planning program and contingency plans for business continuity.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Employee's Signature

Date