



**DUTY STATEMENT**

CIVIL SERVICE CLASSIFICATION				WORKING TITLE			
Information Technology Manager II				Chief Applications Officer			
BRANCH							
Information & Technology Branch							
DIVISION				OFFICE			
Technology Services Division				Application Development & Maintenance Office			
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION			
M01	E	3882	174-291-1406-001	Sacramento			
PROBATIONARY PERIOD		TENURE		TIME BASE		BILINGUAL POSITION	
12 Months		Permanent		Full-Time		No	
TELEWORK OPTION		SAFETY SENSITIVE POSITION			CONFLICT OF INTEREST CLASSIFICATION		
Hybrid		No			Yes		
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES							
<p>Under the administrative direction of the Director of the Technology Services Division, the Information Technology Manager II (ITM II) in the Application Development and Maintenance Office serves as the Chief Application Officer for the department. The ITM II is responsible for managing the development, implementation, and maintenance of high-profile, critical, enterprise-level software applications. In addition, the ITM II manages cloud infrastructure budget and resources, provides technical consultation and guidance to internal staff, and handles staff recruitment, performance evaluations, and task assignments.</p>							
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS							
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>							
SUPERVISION BY							
<p>This position is supervised by the director of the Technology Services Division.</p>							
SUPERVISORY RESPONSIBILITIES							
<p>This position provides direct supervision to the staff members in the Application Development &amp; Maintenance Office.</p>							
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS							
<p>When in the office the work will be in cubicles under artificial lighting. Ability to lift and carry work materials (laptop, mouse, etc) as needed. When working remotely they must have at least the minimum Department standards for internet connectivity and bandwidth and the ability to conduct and participate in meetings with a web camera as needed, and space to effectively work.</p>							

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

Relative % of Time Required:   Essential Function  Non-Essential Function

Duties Performed

Staff Supervision and Management

- Direct and supervise information technology managers and supervisors, system architects, application developers, cloud infrastructure support staff, database administrators, and other technical personnel.
- Determine ongoing work assignments and responsibilities, direct daily activities and special assignments.
- Approve leave and training opportunities for staff members. Oversee and participate in recruitment and hiring of staff. Monitor and evaluate staff performance; provide feedback and conduct performance reviews.

Relative % of Time Required:   Essential Function  Non-Essential Function

Duties Performed

Application Development Project Management

- Oversee the planning, execution, and closure of software application development projects.
- Ensure that projects are completed on time, within budget, and to the highest quality standards.
- Develop scope, timelines, budgets, and resource allocation.
- Communicate project status, risks, and issues to stakeholders and upper management.

Relative % of Time Required:   Essential Function  Non-Essential Function

Duties Performed

Technical Consultation and Guidance

- Provide technical project oversight of the development and implementation of new and existing IT systems, including, but not limited to, custom build vs. buy determination, high-level functional requirements development, and project cost estimation.
- Offer expert consultation and guidance to internal IT staff across a broad spectrum of subject areas, including but not limited to, cybersecurity, system architecture, and software best practices

Relative % of Time Required: <input type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
Cloud Infrastructure Resource and Budget Management		
<ul style="list-style-type: none"><li>• Make knowledgeable executive-level decisions on cloud infrastructure and software licensing expenditures.</li><li>• Evaluate the cost-effectiveness of current cloud solutions and software licenses, ensuring alignment with the organization's budgetary constraints and technological needs. Seek opportunities to optimize costs through strategic vendor negotiations and by leveraging scalable, efficient cloud services.</li></ul>		

Relative % of Time Required: <input type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
Strategic Planning		
<ul style="list-style-type: none"><li>• Lead the development of the department's IT system development strategic goals and objectives.</li><li>• Align software development projects and initiatives with the organization's overall strategy.</li><li>• Identify opportunities for process improvements and innovation within the software development lifecycle.</li></ul>		

Relative % of Time Required: <input type="text" value="5"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
Other Duties as Required		

**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

IT staff management experience  
 Application development experience  
 Microsoft Azure infrastructure experience

**PERSONAL CONTACTS**

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**EMPLOYEE ACKNOWLEDGEMENT**

*I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

**MANAGER/SUPERVISOR ACKNOWLEDGEMENT**

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

**This form will be kept in the employee's Official Personnel File.**

Original - Classifications & Pay Office

Copies - Employee and Supervisor