



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 02/24/25	
DIVISION Standards & Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-034-1406-001	
BUREAU/UNIT Computer Services		CLASS TITLE Information Technology Manager II	CBID M01
INCUMBENT		WORKING TITLE Chief Information Officer (Bureau Chief)	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under administrative direction of the Assistant Executive Director, Standards and Development Division, the Information Technology Manager II (Chief Information Officer, Bureau Chief) plans, organizes, and directs all aspects of the Commission on Peace Officer Standards and Training's (POST) computer engineering activities. The incumbent participates as an integral part of POST's Leadership Team, with major involvement in establishing complex, highly technical computer and telecommunications policy issues relating to POST's Information Management Strategy.			
% 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. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
35%	Full responsibility as the department's Chief Information Officer for assuring that POST can electronically deliver its programs to the local and State law enforcement community and that POST can maintain its statewide Peace Officer Database security; maximizes the potential of technology to function more efficiently and is ultimately responsible for protecting POST and the State of California data from vulnerability; serves in a management role in setting or influencing organizational Information Technology (IT) policy and objectives; reviewing implementation and conformance of IT programs with organizational policies; responsible for planning, organizing and directing the work of multiple IT programs or units, typically through subordinate supervisors and/or managers.		
35%	Manages all computer operations within POST as follows: Establishes and interprets all POST policies and procedures related to IT and information management systems used by or for POST; evaluates changing needs compared to existing or potential hardware and software configurations; coordinates with other bureaus and with State control agencies to assure that POST's computer applications serve POST effectively and economically; oversees development of new computer systems to better meet POST's business objectives; assesses the need for acquisition of new hardware and software products as needed; implements effective training and provides resources to assure efficient use of computer equipment; reviews technical alternatives and proposed solutions for meeting both short and long-range program objectives; prepares and makes technical presentations to justify change; works closely with control agencies to provide necessary documentation of POST Agency Information Management Strategic Plan, Operational Recovery Plan, and POST's Personal Computer and Local Area Network (LAN) Policy, and other necessary information.		

20%	<p>Oversees the supervision of POST data processing personnel in a variety of functions including: needs assessment, system analysis, software design and development, hardware and software procurement, system installations, system operation, computer-based training, personal computer system repair, and other areas as needed; coordinates and reviews technology responses to situations which may include: development of Request for Proposals (RFP's), Feasibility Study Reports (FSR's), system design proposals, system and programming specifications, development of computer systems, acceptance testing, and system implementation; coordinates training of all data processing personnel to meet existing and future assignments; oversees the operation of existing computer systems including: POST's 300 node LAN, POST's Structured Query Language (SQL) Server Peace Officer Database, the Electronic Data Interchange Network, and a variety of personal computer systems.</p> <p>Provides leadership and coordination with outside agencies in establishing an Electronic Data Interchange Network for local law enforcement agencies to provide effective computer links to reduce paper flow, eliminate turnaround of processing database updates, and sharing of essential data deemed common to both POST and local law enforcement agencies; identifies specific POST needs and that of over 600 client agencies; plans and coordinates the effort to provide communication links; works with vendors and staff to design a wide area network.</p>
10%	<p>Selects and acquires appropriate hardware and software; oversees the installation and upgrades to the network; monitors the use of the network, evaluates ideas, and encourages participation by outside entities; recommends policy changes as technology presents new opportunities.</p> <p>Recommends and establishes policy relating to technology equipment and interactions with outside clients; coordinates IT security activities, including a biennial IT Risk Assessment with the POST Information Security Officer; advises and recommends appropriate measures to the POST Leadership Team to ensure the security of all POST-related technology, including but not limited to, POST owned/developed software, all database records and the entire network.</p>
	<p>NON-ESSENTIAL FUNCTIONS</p> <p>N/A</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. The hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours. Position is located in West Sacramento, CA. This position may be eligible for telework.

Off-site setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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