

**DUTY STATEMENT**

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 02/25/2025
Classification: IT Manager I	Position #:673-860-1405-XXX
Division/Office: OIS	CBID: M01
Section: DevOps and Database Unit	
Supervisor Name: Nicki Ruszczycky	Supervisor Classification: Information Technology Manager II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the CARB Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 4

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

3 – IT Specialist II

5 – IT Specialist I

Total number of positions in Section/Branch/Office for which this position is responsible: 8

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Systems Development and Support Branch (SDSB) is responsible for the development and ongoing support of IT solutions to CARB's complex business, scientific, and engineering program needs. The Branch implements solutions, and supports ongoing operations, maintenance, and hosting services necessary to sustain CARB business applications and systems through their business life.

Within SDBS, the DevOps and Database Unit (DDU) supports the cloud infrastructure and database administration for many of CARB's most complex information systems. These systems capture, process, report, and manage collected air quality data. They also register and track the performance of regulated parties whose businesses affect air quality. Unit staff define and analyze business requirements, develop and test applications, and integrate database systems with data acquisition, data retrieval, data analysis, and data presentation programs. Unit staff maintain and enhance implemented applications and databases, and train application owners and end users.

CONCEPT OF POSITION:

Under general direction of IT Manager II, the incumbent provides technical expertise and oversight of the design, implementation, and maintenance of secure and reliable cloud infrastructure as well as the design, optimization, and security of the databases that support the most complex CARB business applications. In collaboration with the Application Development Manager, project managers, business owners, subject matter experts, and co-developers (state and contracted), the IT Manager I leads a variety of IT activities that support the full software development life cycle through DevOps support and database design and administration. The IT Manager I's professionalism, team leadership, and software expertise lead to superior customer satisfaction and delivery of products and services that meet or exceed the customer's expectations.

The incumbent will lead efforts to re-platform and modernize infrastructure surrounding older applications, performing the most complex work around analysis, design, planning, and implementation and providing high-level guidance and the successful development and execution of strategy. The incumbent will be responsible for enhancing the quality, reliability, user experience, and access to CARB products, instrumental in interpreting technology and/or business problems, and

**DUTY STATEMENT**

formulating and presenting solutions to stakeholders. The incumbent is responsible for analysis, design, application development, and documentation as well as possesses a good practical technical knowledge base which includes emerging cutting-edge technologies.

The IT Manager I will coordinate with the Portfolio and Project Management Office on the development, transition, and support of new projects for ongoing maintenance activities. The incumbent will also work closely with the Application Development Unit to provide needed system support. The IT Manager will reengineer business processes to streamline intake and task tracking of software development tasks. The incumbent will stay current on California Department of Technology requirements and procurement processes needed for cloud infrastructure provisioning.

The IT Manager I will conduct business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customers' expectations. Further, the IT Manager I must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining professional relationships with internal/external customers, including management, executives, CARB end users, peers, vendors, other government entities, etc. The IT Manager I must maintain confidentiality while handling and processing any confidential personnel/business data.

**INFORMATION TECHNOLOGY DOMAINS:**

- Business Technology Management
- Information Security Engineering
- IT Project Management
- Software Engineering
- Client Services
- System Engineering

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% (E)	<p><b>Managerial Duties:</b>                      Plans, organizes, directs, and provides managerial review of the work performed in the Unit. Creates, updates, and posts staff assignments and adjusts schedules based on available resources. Ensures staff are fully tasked, mentors staff for professional growth, and follows up with staff regularly to validate workload statuses and progress, utilizing a variety of communication vehicles such as, but not limited to, one-on-one and section meetings, and activity reports. Regularly performs employee evaluations, completes probation reports and annual appraisals. Creates section goals and metrics, and implements resource management and capacity planning.</p>
25% (E)	<p><b>DevOps, Research, and Release Management:</b>                      Oversee the design, implementation, and maintenance of secure and reliable cloud infrastructure. Monitor and troubleshoot system performance and availability. Approve provisioning of development tools, and services on cloud platforms. Design and implement backup and disaster recovery</p>

**DUTY STATEMENT**

	<p>strategies. Coordinate with developers on the approval of production releases. Develop and implement the best practices for release management processes. Work collaboratively with all participants of software development projects to schedule releases, manage risks and coordinate deployment efforts. Collaborate with development teams to ensure applications are designed for scalability and reliability. Work with staff to improve software engineering processes and practices associated with continuously building, deploying, and updating software and environments. Research new technologies and tools to improve DevOps processes, generate proofs of concept (POCs), and advise management and development staff on the architecture, design, and configuration of cloud services.</p>
25% (E)	<p><b>Architect and Design Databases:</b> Oversee database design and administration. Work with software developers to optimize the overall application database design such that it adheres to enterprise standards and meets business needs. Coordinate with the Project Management Office to enforce technical oversight on new database development. Coordinate with the data governance team to ensure data quality and integrity in all databases. Plan and coordinate database security measures to maintain data integrity.</p>
20% (E)	<p><b>Emerging Technologies and Presentation:</b> Leverages emerging methodologies and best practices in application and system development, evolving industry trends, standards, concepts, and practices in compliance with CARB information security standards and practices. Develops and presents technical topics to in-house and non-CARB audiences, including upper-level management groups. Participates in the evaluation and analysis of new legislation and service requests as they relate to SDSB-supported systems and services. Evaluates target platforms, technology stacks, development methodology, and testability features of CARB systems and suggest improvements/enhancements and innovative ideas for implementations.</p>
5% (M)	<p>Perform other job-related duties as required including recommending new products, creating, and maintaining documentation. Conducts presentations as needed.</p>