

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Data Processing Manager II		Manager, E-Services Unit	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
SEERA DESIGNATION		WORK WEEK GROUP	CERTIFICATES REQUIRED
Supervisory	BARGAINING UNIT 1	E	None
FINGERPRINTS REQUIRED	Y      N	SUPERVISION EXERCISED	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	

### **JOB REQUIREMENTS**

#### **Knowledge of:**

- Organization and functions of California State government including the organization and practices of the BOE.
- In depth knowledge of principles, practices, and trends in information management systems and public administration.
- Principles and practices of public administration, management and personnel management (supervision, training, personnel development).
- The BOE equal employment opportunity objectives, their role in the program, and the processes available to meet equal employment action objectives.
- Concepts, principles, practices, and standards of application life cycle
- Development, implementation and ongoing support of application systems and application life cycle processes, standards and requirements.
- Evolving industry trends, practices, and standards (global understanding).
- Business environment and the importance of business requirements, rules, standards
- Program development and evaluations.
- Methods of administrative problem solving
- Principles of policy formation and development.
- Information processing terminology and concepts.

#### **Ability to:**

- Represent the organization within and outside the Board that will enhance public respect for, and confidence in the employee, agency and state government as a whole.
- Interact respectfully, professionally, positively and courteously when communicating and working with others
- Effectively apply IT concepts, practices, methods, and principles in solving the most complex business and technical issues.
- Effectively apply application life cycle concepts, principles, practices, and methods
- Adhere to application life cycle standards
- Plan, organize and direct the work of a multi-disciplinary staff.
- Analyze administrative policies, organization, procedures and practices.
- Integrate the activities of diverse programs to attain common goals.
- Gain the confidence and support of top level management.
- Recognize and understand political sensitivities and environment.
- Develop effective teams and cooperative working relationships with all those contacted.
- Analyze complex problems and recommend effective courses of action.
- Demonstrate sound judgment in planning, development and management of information systems.
- Effectively interact with all levels of management, both within and external to the BOE.
- Recognize and effectively apply sensitivity to the business perspective of the organization.
- Effectively lead the larger and more complex projects.
- Effectively supervise technical personnel.
- Contribute to the department's equal employment action objectives.
- Communicate effectively both orally and in writing.
- Work in a high rise building.

**Statement of Position**

Under the direction of the Data Processing Manager III, Cross Platform Application Section, the Data Processing Manager II oversees the design, development, testing, implementation and support for the most complex applications subsystems, which includes the E-Services Unit and the Digital BOE Unit. These systems operate in a multi-tier Windows server environment. The Data Processing Manager II will provide management, supervision and high level technical leadership for the most complex systems and computing environments. The Data Processing Manager II understands and communicates the application system objectives and facilitates the coordinated work of the unit's staff performing the application development.

**Candidate must be able to perform the essential job functions (\*) with or without reasonable accommodation.**

PERCENTAGE OF TIME SPENT	DUTIES
50% (*)	Provides direct supervision to the staff assigned to the E-Services Unit and the Digital BOE Unit. Organizes, prioritizes, directs, and controls the work within these units. Develops annual goals and objectives. Develops unit workload and performance measures using management tools. Prepares budget needs for the units including early identification of needs and budget change proposals (BCP) to address workload, and an annual training plan. Performs employee evaluations and completes probation reports and annual appraisals.
45% (*)	Coordinates and manages project activities of the E-Services Unit and the Digital BOE Unit to successfully meet business needs of the customer. This includes identifying requirements, scheduling work and allocations available or identifying additional resources as appropriate to meet applications needs. Tasks include: <ul style="list-style-type: none"> <li>• Determine project's technical requirements to match the business needs.</li> <li>• Develops and maintains comprehensive project plans and schedules and communicates those to the corporate subsystem groups and business area stakeholders</li> <li>• Identifies additional resources and present justification and support documentation for the additional resources for the units' workloads.</li> <li>• Identifies significant issues and recommends appropriate actions or solutions.</li> </ul>
5%	Contributes to and supports the function of the TSD within the Board. <ul style="list-style-type: none"> <li>• Prepares or contributes to reports for all stakeholders in the progress, issues, and overall status related to the development of these systems.</li> <li>• When directed, acts as the DPM III.</li> </ul> Attends seminars and conferences to keep informed of the existing and future information technology environment.

<i>I have read this duty statement and fully understand my assigned duties.</i>	
EMPLOYEE'S SIGNATURE	DATE
<i>I have reviewed these duties with the above named employee.</i>	
SUPERVISOR'S SIGNATURE	DATE