



Classification Information Technology Supervisor II	Branch: Information Technology Services
Work Title: Application Development Supervisor	Section: Application Development Office
CBID: S01	Position: 210-1404-001
KEY: (E) = ESSENTIAL (M) = MARGINAL FUNCTION	

POSITION DESCRIPTION:

Under the general supervision of the Chief Information Officer (CIO), Information Technology Services Branch (ITSB), the incumbent is the Supervisor of the Application Development Services Office in ITSB. The incumbent assists the CIO/ITSB Manger with a variety of program and administrative activities.

WORKING CONDITIONS:

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

DUTIES AND RESPONSIBILITIES:

40% **Application Development Office**

Plan, organize, direct and manage the activities and resources of the Application Development Office. Develop and maintain application development processes and documentation that are collaborative with the Project Management Office (PMO) within ITSB, and where applicable, in compliance with the California Technology Agency. Provide leadership on the most sensitive and difficult projects. Demonstrate true proficiency with respect to information technology concepts, practice, methods, and principles along with an in-depth understanding of, and currency with respect to evolving industry trends and standards. Demonstrate excellent working knowledge and ability to apply concepts relative to system, application and network components when involved in the designing, implementing and evaluating long term, complex information technology systems. Maintain and enhance the application core technology standards for application development. Advise the ITSB Manager of proposed changes to the application core technology standards. Ensure that good system development life cycle practices are used in conjunction with appropriate project methodology. These practices should include, but not limited to analysis, planning, designing, testing, training and maintenance. (E)

25% **Supervision**

Apply appropriate hiring, placement, probation evaluations, Equal Employment Opportunity objectives and disciplinary practices that ensure the maintenance of a safe

and healthy work environment. Review and approve various employee requests and documents. Supervise and assign work to professional application programmer staff based on collaboration with the PMO and resource availability in the master project plan. Review staff assignments that require complex development of detailed program specifications that include analysis of information and situations, assuring that the solutions reached are logical, address the problem, draw valid conclusions, and develop effective solutions. Provide regular status reports on performed work. Ensure that operational procedures and workload data for the Application Development Office continues to be documented and kept up-to-date. Oversee an employee Training Program for all supervised staff. This training program will include annual Individual Training and Development Plans, and a clear plan and path for professional certifications. (E)

20% Technical Support

Research and analyze the most complex and/or sensitive application issues and problems. Analyze requirements (e.g., business, functional, system) to identify and eliminate ambiguity. Prepare issue papers, reports and correspondence. Makes presentations on the most sensitive and complex issues to staff, vendors, contractors and management to inform, educate and persuade. Consult with and provide advice to all levels of staff on various application development matters. Provide assist and/or write documents (e.g., Feasibility Study Reports, Request for Proposals, Statements of Work, work plans, test plans). (E)

10% Administrative Support

Assist the ITSB Manager with the development and processing of personnel, budgets and work plan documents for ITSB. Develop strategies to align ITSB with the business requirements of the Energy Commission. Suggest and implement procedures to improve ITSB operations. (E)

5% Other duties consistent with the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">/</div> Vacant Employee	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">/</div> Dennis Yagen Supervisor
Date	Date