Information Systems Manager II

Job Code	Job Title	Pay Grade
1617P1	IS Manager II	38

CONCEPT:
Plans, directs, and/or coordinates activities in areas of electronic data processing, information systems, systems analysis, computer programming, voice and/or data communication systems, security, and disaster recovery.

TASKS

- Assign and review the work of systems analyst, developers, and other computer-related workers.
- Consult with users, management, vendors, and technicians to assess technology needs and system requirements.
- Develop information technology resources, providing for data security and control, strategic computing, and disaster recovery.
- Evaluate data processing proposals to assess project feasibility and requirements.
- Direct daily operations of a department, analyzing workflow, establishing priorities, developing standards and setting deadlines.
- Evaluate the organizations technology use and needs and recommend improvements, such as hardware and software upgrades.
- Control operational budget and expenditures.
- Develop and interpret organizational goals, policies, and procedures.
- Review and approve all systems charts and programs prior to implementation.
- Stay abreast of advances in technology.
- Manage backup, security and user help systems.
- Meet with department heads, managers, supervisors, vendors, and others to solicit cooperation and resolve problems.
- Participates on tactical and strategic planning teams at agency level.

LEVELS OF WORK

IS Manager II: This is managerial work with responsibility for strategic planning and integration of information technology programs consisting of multiple complex information technology focus areas in multiple locations or a statewide information management program. Analyzes and documents high-level information requirements of the organization, plans and conducts risk assessment activities to define information technology risks faced by the organization, and develops, maintains and publicizes a plan for managing information technology positions and personnel. Serves as the consultant and planner to develop strategic plans for technological integration and intersystem coordination with vendors and/or contracting agencies. Plans, develops, and organizes all phases of work necessary for completion within program guidelines. Consequences of actions or decisions at this level are highly significant and may result in serious disruption in the operation of a major agency. Responsibility includes management over subordinate supervisors and work units.
Minimum Qualifications: Seven years experience in information systems and analysis.

NECESSARY SPECIAL REQUIREMENTS
Some positions in this class series may require a security clearance at the time of appointment.

NC: 08/05
REV: 06/10
REV: 6/19
REV: 6/24
REV: 7/25