FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

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POSITION: **IT SUPERVISOR II**
                325-001-1404-001

DIVISION: **ADMINISTRATION / INFORMATION TECHNOLOGY DIVISION**

SALARY: **$7,593.00 - $10,174.00**

FINAL FILING DATE: **UNTIL FILLED**

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DUTIES AND RESPONSIBILITES:

SUPERVISE NETWORK OPERATIONS AND SECURITY – Provides direction, coordination, and leadership to internal technical support and contract staff maintaining and operating the FPPC's complex IT infrastructure. This includes managing staff performing critical IT technical support functions, such as troubleshooting and resolving complex IT server, router and firewall problems and acting as a point of escalation for staff when needed. Supervises staff responsible for maintaining and updating the FPPC's local area network and Internet/Intranet infrastructure, including servers, workstations and network. This includes hardware and software inventory, hardware replacement cycles and compliance with software procurement and licensing requirements. The incumbent is responsible for protecting the agency's technology investment and data by directing staff involved in the agency's disaster recovery operations. Plans and schedules workload, develops high-level and detailed work plans, and oversees the creation of standards and procedures for systems maintenance and to ensure compliance with Statewide IT standards and agency strategic goals.

INFORMATION TECHNOLOGY PLANNING AND REPORTING – Develops and implements the IT component of the agency's strategic plan; directs the preparation of feasibility study reports, economic analysis worksheets, and required budget change proposal documents; evaluates the fiscal impact of IT related initiatives and legislation that affect the Political Reform Act; conducts viability and fiscal planning, evaluation, recommendation and implementation of technology solutions to address departmental business requirements. Ensures that the FPPC's Operational Recovery Plan is updated as new systems are deployed and ensures the complete recoverability of the agency's mission critical applications and data. Interacts with and provides guidance to FPPC Executive Staff to collaborate on achieving the goals of the agency.

SUPERVISE SYSTEM DESIGN, ANALYSIS AND PROGRAMMING ACTIVITIES – Defines system, program and data requirements for Internet and Intranet Web Programming Application and for the Enforcement and Technical Assistance Databases. Develops and recommends solutions and alternatives in coordination with contractors, Internet Service Providers and customers. Develops design specifications which address the business and technical impact of the project's complex technical components in terms of interoperability, security and dependability. Provides management and oversight for development and maintenance of these activities.

INFORMATION TECHNOLOGY BUDGETING & PROCUREMENT – Oversees the annual information technology budget and prepare cost quotes and proposals accordingly. Research and create budget change proposals and feasibility study reports as needed. Provide necessary budgetary reporting requirements as defined within the State Information Management Manual or any other necessary purchasing reporting requirements.

Who May Apply:
Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement).

How to Apply:
Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for this position, please apply at https://www.calcareers.ca.gov or forward a State application (Std. 678) and résumé to:

       Fair Political Practices Commission
       Personnel Office
       1002 Q Street, Suite 3000
       Sacramento, CA 95811