

EDITED TASK LISTING

CLASSIFICATION: DATA PROCESSING MANAGER II

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Plan and organize staff work to ensure assignments are completed effectively and efficiently utilizing departmental guidelines, standards, and directives on a routine basis.
2.	Direct and monitor staff work to ensure assignments are completed effectively and efficiently utilizing departmental guidelines, standards, and directives on a routine basis.
3.	Review and make decisions on complex operational problems to provide guidance to staff on information technology (IT) related issues utilizing established standards (e.g., Institute of Electrical and Electronic Engineers (IEEE), State and Departmental IT Standards, IT Infrastructure Library (ITIL), etc.).
4.	Analyze IT priorities and goals using the System/Software Development Life Cycle (SDLC) process or industry best practices (e.g., problem definition, analysis, design, etc.) to provide IT services as established by the IT Strategic Plan.
5.	Plan IT priorities and goals using the System/Software Development Life Cycle (SDLC) process or industry best practices (e.g., problem definition, analysis, design, etc.) to provide IT services as established by the IT Strategic Plan.
6.	Schedule IT staff workload to meet project needs using the System/Software Development Life Cycle (SDLC) process or industry best practices (e.g., problem definition, analysis, design, etc.) to provide IT services as established by the IT Strategic Plan.
7.	Approve requests to meet administrative requirements (e.g., supervision, facility management, regulation guidelines, etc.) and maintain the operation utilizing State Administration Manual (SAM), State Information Management Manual (SIMM), State and Departmental IT Standards, etc. on an as needed basis.
8.	Perform day-to-day tasks to meet administrative requirements (e.g., supervision, facility management, regulation guidelines, etc.) and maintain the operation utilizing State Administration Manual (SAM), State Information Management Manual (SIMM), State and Departmental IT Standards, etc. on an as needed basis.
9.	Perform supervisory responsibilities in the workplace in order to comply with federal, state and departmental mandates concerning Equal Employee Opportunity, American with Disabilities Act, and other personnel practices as defined by regulatory agencies and established guidelines/policies.

Tasks highlighted in bold text are not currently on the SPB classification specification

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10.	Initiate the implementation of work processes and procedures to provide and enhance IT services for customers and stakeholders using input from Subject Matter Experts (SMEs) (e.g., staff, consultants, etc.) on an as needed basis.
11.	Plan the implementation of work processes and procedures to provide and enhance IT services for customers and stakeholders using input from Subject Matter Experts (SMEs) (e.g., staff, consultants, etc.) on an as needed basis.
12.	Direct the implementation of work processes and procedures to provide and enhance IT services for customers and stakeholders using input from Subject Matter Experts (SMEs) (e.g., staff, consultants, etc.) on an as needed basis.
13.	Consult with users and management to determine business needs to establish requirements for service or to develop IT plans (e.g., Operational Recovery Plans (ORP), IT Strategic Plan, IT Capital Plan, etc.) utilizing standard formats and best practices, as directed.
14.	Consult with vendors for assistance in solving current IT problems, acquire best practices information and to identify future IT opportunities utilizing meetings, conferences, vendor demonstrations, etc. on an as needed basis.
15.	Analyze customer goals to set and develop IT goals, objectives, and strategies to provide IT solutions to meet business needs utilizing expertise of other IT staff, best practice information, stakeholders input, etc., as required by SAM/SIMM or as needed.
16.	Manage project(s) (e.g., scope, schedule, resources, etc.) to ensure compliance with customer commitments, services level agreements and project authority utilizing project management standards and practices, standard reporting tools, etc., as required by SAM/SIMM or as needed.
17.	Report on project status (e.g., scope, schedule, resources, etc.) to management, customers, stakeholders, etc., to ensure compliance with customer commitments, services level agreements and project authority utilizing project management standards and practices, standard reporting tools, etc., as required by SAM/SIMM or as needed.
18.	Develop a cooperative working relationship with others (e.g., stakeholders, customers, management, co-workers, etc.) utilizing interpersonal skills, meetings, presentations, etc., to improve the work environment and increase productivity, as needed.

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19.	Develop a working environment for staff and consultants that is consistent with the state and department's values utilizing management training, written and verbal communication, as needed.
20.	Evaluate employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by State Personnel Board (SPB) or as needed.
21.	Prepare and provide timely feedback to employees to ensure performance objectives/standards are met utilizing verbal/written communication, Individual Development Plan (IDP), Performance Appraisal, Merit Salary Adjustment (MSA), etc. as required by State Personnel Board (SPB) or as needed.
22.	Promote staff development to improve performance utilizing training plans (e.g., mentoring/coaching, on the job training, etc.) in alignment with budget allotments, staff time and class availability, as needed.
23.	Direct daily operations of unit to deliver IT services utilizing written and verbal communications and formal/informal meetings, as needed.
24.	Oversee daily operations of unit to deliver IT services utilizing written and verbal communications and formal/informal meetings, as needed.
25.	Coordinate enterprise-wide project activities with other sections/units to deliver IT services utilizing written/verbal communications and formal/informal meetings, as needed.
26.	Direct the evaluation of IT project proposals to provide a high level assessment of feasibility in alignment with Strategic Plan utilizing SMEs, best practice information, department's priorities, etc., as needed.
27.	Evaluate IT project proposals to provide a high level assessment of feasibility in alignment with Strategic Plan utilizing SMEs, best practice information, department's priorities, etc., as needed.
28.	Participate in management planning activities (e.g., recruitment, redirection, reorganization, etc.) to balance resources against goals and priorities utilizing budget allotment, personnel allocation guidelines, Strategic Plan, etc., as needed or directed.

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29.	Provide consultation and expert advice to management or other groups on systems and processing related topics to facilitate their needs utilizing written/verbal communication, presentations, meetings, etc., as needed.
30.	Contribute toward the growth of the IT Branch into a customer-focused, service organization by recruiting, interviewing and hiring, as needed.
31.	Review high profile assignments (e.g., correspondence for the agency secretary, sensitive information, MOUs, etc.) for accuracy and validity utilizing SMEs, standard formats, software tools, etc., as needed.
32.	Approve high profile assignments (e.g., correspondence for the agency secretary, sensitive information, MOUs, etc.) for accuracy and validity utilizing SMEs, standard formats, software tools, etc., as needed.
33.	Work with management team on financial management planning exercises to ensure that allotments are appropriate to meet IT service commitments to customers utilizing budget allotments, spreadsheets, service catalog, etc., as directed.
34.	Work with management team to develop succession and retention strategies to ensure the continued operations of the organization utilizing industry best practices, as needed.
35.	Oversee the System/Software Development Life Cycle (e.g., procurement, development/configuration, testing, implementation, etc.) of new systems and/or enhancements to existing systems to meet changing customer goals utilizing industry best practices, as needed.
36.	Develop and track budget funding documents (e.g., BCP, RFP, FSR, etc.) to ensure sufficient project funding, accountability and appropriate spending utilizing spreadsheets, project tracking software tools, spending plans, etc., as needed.
37.	Oversee unit's contract and procurement activities to ensure accuracy and appropriateness of statements of work, timeliness and compliance with established rules and policies, routinely.
38.	Apply project management principles and practices (e.g., workload planning, and project/portfolio management) utilizing industry best practices (e.g., IT Project Management Methodology) to assist IT staff and interested stakeholders, as needed.

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39.	Manage special assignments in support of the department's IT strategic direction and to improve group processes utilizing industry best practices and standards, as assigned.
40.	Lead in the development of methodologies and standards in order to improve efficiency and effectiveness utilizing industry best practices and standards, as assigned.
41.	Ensure compliance to standards, procedures, and methodologies in order to improve efficiency and effectiveness utilizing industry best practices and standards, as needed.
42.	Analyze legislation and other proposals for impact on current and future IT system(s) in order to make appropriate recommendations in anticipating the cost and impact of proposed legislation or proposal utilizing the departmental strategic plan, as needed.