

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/20/78

INFORMATION SYSTEMS MANAGER, 1409

Summary of Duties: Plans, directs and reviews the work of a major section performing information systems work; provides technical and analytical assistance in solving difficult and complex information systems problems; defines the scope and tasks of project activities and reviews and reports activity status to management; assists in development of budgets, intermediate and long-range plans; and assists in the formulation and organization of information systems training programs and performs related duties.

Distinguishing Features: An Information Systems Manager is responsible for the planning, direction and supervision of a major functional area for a large computer facility and must ensure that subordinates effectively perform the tasks that are required to maintain a responsive and productive information processing operation. Assignments are generally received in terms of desired results.

The class of Information Systems Manager is distinguished from the class of Departmental Data Processing Officer in that the latter supervises the entire data processing activities of an operating department which includes systems, programming and data collection while the former is responsible for planning, directing and supervising a major functional area of a large computer facility.

Example of Duties:

- Directs and coordinates the activities of project groups involved in studying, designing, developing, implementing and reviewing information systems, or controlling, processing and operating information systems;
- Defines the scope and task of project activities;
- Schedules and assigns personnel;
- Reviews progress and reports to management;
- Presents recommendations to information systems and user management;
- Evaluates operating advantages and cost savings of systems;
- Defines system logic and identifies equipment requirements;
- Reviews system performance and directs corrective action;
- Assists in the formulation and organization of information systems training programs and participates in training programs and training sessions;
- Supervises and assists in performing research and planning activities for developing advanced, improved and new systems;
- Assists in budget preparation and intermediate and long-range plans;
- Reviews, analyzes, evaluates and prepares recommendations on proposals submitted by consultants, service organizations, component suppliers and equipment manufactures;

- Participates in various analyses to determine alternatives for improving organizational effectiveness;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A thorough knowledge of:

- Concepts, principles, capabilities and uses of information systems and processing technology;
- Supervisory principles and practices including safety.

A good knowledge of:

- Current, and new developments in computer methodology and technology;
- City personnel rules, regulations, and procedures;
- Rules and regulations related to equal employment opportunity and affirmative action;
- Memoranda of understanding pertaining to subordinate personnel;
- Budgetary processes and procedures.

A general knowledge of:

- Methods used to perform cost analysis studies;
- Business oriented and systems programming languages.

Ability to:

- Plan and supervise the work of professional and technical information systems personnel;
- Apply new developments in information processing methodology and technology and to exercise creativity and inventiveness in directing the analysis and development of major information processing activities;
- Write clear and concise reports;
- Deal effectively and tactfully with City management and other employees, and with representatives of private industry.

Requirements: Two years of experience in a position at least at the level of Programmer/Analyst, in supervising a project group engaged in the analysis, design, implementation or maintenance of computer-based information systems is required for Information Systems Manager.

Appointment to this position is subject to a one-year probationary period under the provisions of Charter Section 109.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and

occasionally over 15 pounds; good hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.