Decision Guide: Identifying IS Management positions in the PEM series

Knowledge of information technology is an increasingly important part of many occupational fields. Increasingly, information technology is a tool to facilitate doing the work in a manager's program or specialty area. That does not mean the position is a PEM IS Management one. When deciding whether a position should be included in the PEM IS Management pay option, the **primary purpose of the position** is the overriding consideration.

The focus of the position should be on information systems management. You should consider: Is the requirement for **specialized knowledge of information systems** concepts, techniques, and practices a paramount qualification for recruitment? Is the purpose of the position **primary management responsibility** over multiple aspects of information systems, such as the following?

- Computer applications, jobs, and data flow.
- Design and/or modification of computer system applications.
- Defining business <u>applications</u> versus describing business needs.
- System <u>process</u> troubleshooting versus output troubleshooting.
- Positions requiring programming languages.
- Information systems business planning.
- Long-term state- or agency-wide information system needs.
- Overall strategy for information needs, systems development and hardware acquisition.
- Liaison between information systems and other functions in the state or agency.
- IS policies and procedures, technical standards and methods and priorities.
- Agency information systems budget and business plan.

IS personnel management responsibilities are integral to the PEM IS pay option, either directly or through subordinate supervisors/managers and include:

Directing, assigning and guiding subordinate IS staff.
Reviewing and evaluating work of subordinate IS staff and preparing performance evaluations.
Making IS personnel decisions, including hiring, terminating, and promoting.