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 applications versus describing business needs.
- System process 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.