

## **Job Code: AVPSDMGR**

### **Role Definition**

Leads and coordinates all activities for a team developing a product, component or system.

### **Responsibilities**

- Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Monitors and troubleshoots performance and schedule issues.
- Coordinates walkthroughs and reviews; ensures conformance to standards and adherence to design specifications.
- Provides technical support, and direction to teams and team leaders. Acquires resources necessary to accomplish work on time.
- Oversees performance of individual team members and team as a whole. Identifies and addresses staff training and development needs.
- Maintaining Bank Security Standards and passing Audit requirements on Software

### **Job Requirements**

#### **Education Requirements**

Bachelors

#### **Experience Requirements**

6-10 years' hands-on experience building production applications

2+ years' experience of leading a team

Minimum of a Bachelor's degree in MIS, Computer Science or a related field OR equivalent training and experience

### **Enterprise Infrastructure Data**

#### **Business Function**

IT and Operations

#### **Business Unit**

- Axos Advisor Services
- Axos Advisor Services and Axos Clearing - Ops and Tech
- Axos Clearing

### **Job Family Memberships**

- 154 AXC Technology
- 158 AAS Technology
- 009 Commercial Technology
- 840 Centers of Excellence
- 853 IT - Development

**Possible Cost Centers**

- 5034 - Technology

**Job Function**

Support

**Position Level**

AVP

**Management Position:**

Yes

**FLSA Status**

Exempt

**EEOC Job Classification**

First/Mid-Level Officials and Managers

**NAICS Worker's Comp Code**

- 8810
- 953
- 4904
- 561110

**Job Role Type**

Operational

**Compliance Code**

- AXC
- Axos Robo Advisor
- IT Group
- Trustee & Fiduciary Services

**IT Hardware Assignment**

Desktop Computer

**Criteria Assessment Type**

- Specialty Knowledge Management

**BGCheck Package:**

Below VP Level

## Job Function / Family

**Technology** : Holds all of the Technology job profiles for the enterprise.

## Role Classification

Job Band

**First Line Management; Senior Professional**

Team or technical supervision; Expertise and experience with complex technical activities; Project management and consulting

Job Focus

**Management**

Focus on management of large or critical groups of people and multiple management layers

Job Focus

**Technical**

Focus on technical activities that require specialized knowledge

## Legend



Low priority



Normal priority



High priority



Not assessable

## Foundational

Business, Individual, Management and Leadership competencies for general functions in the organization.

Individual	1	2	3	4	
Accuracy and Attention to Detail			<input type="checkbox"/>		Extensive Experience High Priority
Coaching Others			<input type="checkbox"/>		Extensive Experience High Priority
Decision Making and Critical Thinking			<input type="checkbox"/>		Extensive Experience High Priority
Management	1	2	3	4	
Performance Management			<input type="checkbox"/>		Extensive Experience High Priority

## Competency Descriptors

### Individual

**Accuracy and Attention to Detail:** Understanding the necessity and value of accuracy; ability to complete tasks with high levels of precision.

★ **Required level: Extensive Experience (3)**

Required level priority: High

- Evaluates and makes contributions to best practices.
- Processes large quantities of detailed information with high levels of accuracy.
- Productively balances speed and accuracy.
- Employs techniques for motivating personnel to meet or exceed accuracy goals.
- Implements a variety of cross-checking approaches and mechanisms.
- Demonstrates expertise in quality assurance tools, techniques, and standards.

**Coaching Others:** Knowledge of coaching and mentoring concepts and methods; ability to encourage, motivate, and guide individuals in learning and improving effectiveness.

★ **Required level: Extensive Experience (3)**

Required level priority: High

- Coaches one or several individuals or teams on a specific competency or subject area.
- Contributes to the establishment of good coaching practices.
- Monitors individual or team progress through feedback sessions.
- Discusses alternative techniques for diagnosing and coaching individuals and teams.
- Successfully coaches both superstars and problem performers.
- Analyzes patterns and identifies key areas for improvement of processes or results.

**Decision Making and Critical Thinking:** Knowledge of the decision-making process and associated tools and techniques; ability to accurately analyze situations and reach productive decisions based on informed judgment.

★ **Required level: Extensive Experience (3)**

Required level priority: High

## AVP, Software Development Manager

- Differentiates assumptions, perspectives, and historical frameworks.
- Evaluates past decisions for insights to improve decision-making process.
- Assesses and validates decision options and points and predicts their potential impact.
- Advises others in analyzing and synthesizing relevant data and assessing alternatives.
- Uses effective decision-making approaches such as consultative, command, or consensus.
- Ensures that assumptions and received wisdom are objectively analyzed in decisions.

### Management

**Performance Management:** Knowledge of successful performance management techniques; ability to apply organization's performance management system, practices, and tools to developing and improving individual, team, and organizational performance.

★ **Required level: Extensive Experience (3)**

Required level priority: High

- Gives continuing feedback, recognizes achievement, and recommends improvement.
- Participates in the salary planning and administration process.
- Defines and agrees upon performance goals and objectives with associates.
- Identifies performance problem areas early on and defines specific improvement activities.
- Adjusts and communicates performance objectives as necessary for team objectives.
- Publicly shares accolades and recognizes and rewards top performers.

### Functional

Technical competencies by functional area for general functions in the organization.

High Technology	1	2	3	4	
Software Development			<input type="checkbox"/>		Extensive Experience High Priority
Software Development Life Cycle			<input type="checkbox"/>		Extensive Experience High Priority
Information Technology	1	2	3	4	
Application Design, Architecture			<input type="checkbox"/>		Extensive Experience High Priority

### Competency Descriptors

#### High Technology

**Software Development:** Knowledge of software development tools and activities; ability to produce software products or systems in line with product requirements.

★ **Required level: Extensive Experience (3)**

Required level priority: High

- Conducts walkthroughs and monitors effectiveness and quality of the development activities.
- Elaborates on multiple-development toolkits for traditional and web-based software.
- Has participated in development of multiple or large software products.
- Contrasts advantages and drawbacks of different development languages and tools.
- Estimates and monitors development costs based on functional and technical requirements.

- Provides consulting on both selection and utilization of developers' workbench tools.

**Software Development Life Cycle:** Knowledge of software development life cycle; ability to use a structured methodology for delivering and managing new or enhanced software products to the marketplace.

★ **Required level: Extensive Experience (3)**

Required level priority: High

- Explains how to use multiple, vendor-provided or in-house structured methodologies.
- Describes tasks, tools and practices for converting software product requirements into a design.
- Demonstrates experience with all phases and deliverables of the product development methodology.
- Implements the generic functions, features and facilities of modern structured methods.
- Explores and evaluates major structured methodologies available in the marketplace.
- Consults on effective application of structured product development methodologies.

## Information Technology

**Application Design, Architecture:** Knowledge of basic activities and deliverables of application design; ability to utilize application design methodologies, tools and techniques to convert business requirements and logical models into a technical application design.

★ **Required level: Extensive Experience (3)**

Required level priority: High

- Facilitates in application design reviews and walkthroughs.
- Creates and evaluates technical alternatives for complex applications.
- Interprets application services such as API; integrates them with technical design.
- Develops various, distinct and multiple technical application designs.
- Prepares technical design documents and blueprints for applications.
- Explores and evaluates application design considerations for multiple technologies.

## Axos Core Competencies

Contains the Axos Enterprise core competencies that are mandated by CEO to be present on all established job profiles. Includes 4 team member competencies plus 1 additional for managers.

Team Member Competencies [Required for all Job Profiles]				
	1	2	3	4
Drives Results			<input type="checkbox"/>	Level 3 High Priority
Honesty and Integrity			<input type="checkbox"/>	Level 3 High Priority
Initiative			<input type="checkbox"/>	Level 3 High Priority
Problem Solving			<input type="checkbox"/>	Level 3 High Priority
Manager Competency [Required for all Manager Job Profiles]				
	1	2	3	4
Team Leadership			<input type="checkbox"/>	Level 3 High Priority

## Competency Descriptors

### Team Member Competencies [Required for all Job Profiles]

**Drives Results:** Understanding of the criticality of getting things done in spite of current circumstances and the ability to utilize assigned resources and leverage back-channel resources (individuals or teams) to achieve or exceed planned outcomes.

★ **Required level: Level 3 (3)**

Required level priority: High

- Communicates a strong sense of urgency about solving problems and getting work done.
- Ensures time, resources, energy, and actions are focused on priorities that matter to the business.
- Makes effective use of resources not under own direct control.
- Rarely repeats mistakes; learns and adapts from prior errors.
- Reliably meets all team commitments, quotas, and goals.
- Takes risks in improving products and services while holding self and others accountable.

**Honesty and Integrity:** Knowledge of the importance of being a role model for honesty and integrity; ability to demonstrate sound business ethics and consistent adherence to and promotion of these in all business and personal transactions.

★ **Required level: Level 3 (3)**

Required level priority: High

- Builds trust with coworkers across organizational and functional boundaries.
- Promotes the employment brand as an ambassador of a great place to work.
- Models the highest ethical and business standards for the company.
- Promotes a safe, equitable, respectful environment in which ethical concerns can be addressed effectively.
- Recommends changes to business practices, methods, and policies that would further promote transparency.
- Ensures that individual and team actions build the organization's reputation for excellent business practices.

**Initiative:** Being proactive and committing to action on self-identified job responsibilities and challenges; ability to seek out work and the drive to accomplish goals.

★ **Required level: Level 3 (3)**

Required level priority: High

- Cites personal examples of persistence in the face of difficulties.
- Takes calculated risks because of orientation to action.
- Promotes learning by sharing diverse scenarios in which a sense of urgency was critically important.
- Maintains sense of commitment to success, personal achievement and satisfaction.
- Proceeds without seeking unnecessary permission.
- Coaches others on leveraging their strengths in one environment and applying them to another.

**Problem Solving:** Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems; ability to apply knowledge of problem solving appropriately to diverse situations.

★ **Required level: Level 3 (3)**

Required level priority: High

- Ensures capture of lessons to be learned from a problem-solving effort.
- Organizes potential problem solvers and leads problem resolution efforts.
- Uses varying problem-solving approaches and techniques as appropriate.
- Contributes to standard practices for problem-solving approaches, tools, and processes.
- Analyzes and synthesizes information and devises alternative resolution strategies.
- Develops successful resolutions to critical or wide-impact problems.

### **Manager Competency [Required for all Manager Job Profiles]**

**Team Leadership:** Knowledge of leadership practices and processes; ability to use strategies and skills to enlist others in setting, embracing and achieving objectives while having a long-term perspective of the future state of things and how to get there.

#### **★ Required level: Level 3 (3)**

Required level priority: High

- Employs various group decision-making methods depending on the situation.
- Initiates structure: role clarification, setting standards, holding subordinates accountable, etc.
- Promotes efficacy through monitoring, coaching & motivating subordinates, intervention, etc.
- Translates vision into specific functional or departmental initiatives.
- Uses a normative decision model (with leadership styles and situational variables) to select style.
- Uses emotional contagion to affect the mood of group members, tone of group and group processes.