**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**IT PROCUREMENTS AND PROJECT OFFICE BRANCH**

**INDEPENDENT PROJECT OVERSIGHT SECTION**

**JOB TITLE:** Information Technology Specialist I (ITS I) Limited Term (LT)

**POSITION NUMBER**: 420-862-1402-XXX

**INCUMBENT:** Vacant

**PRIMARY DOMAIN:** Information Technology Project Management: The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery.

**STATEMENT OF DUTIES:** Under direction of the Information Technology Supervisor II (IT Sup II), the incumbent will independently plan, organize, and manage the most complex analytical tasks related to independent oversight of information technology (IT) projects, including project management of IT projects at the expert level. The incumbent has responsibility for project integration management, scope management, time management, cost management, quality management, human resource planning, communications management, risk management, and project procurement. The incumbent is responsible for scheduling and conducting the activities necessary to manage an IT project and system development methods based on industry best practices and alignment with the Department of Justice (DOJ) and California Justice Information Services (CJIS) Division’s vision, goals, and objectives. The ITS I is also responsible for preparing formal reports of oversight findings and recommendations and other relevant documents to control agencies such as: Department of Finance, California Department of Technology (CDT) and Department of General Services. The ITS I will prepare and assist clients and the Project Management Office (PMO) in the preparation of all Stage/Gate (Project Approval Lifecycle (PAL) and CA-Project Management Framework (CA-PMF)) artifacts as defined in the Statewide Information Management Manual (SIMM), Special Project Reports (SPR), Post Implementation Evaluation Reports (PIER), and Project Summary Reports (PSR).

**SUPERVISION RECEIVED:** Reports directly to the IT Sup II.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular work station in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**45% Analytical/Technical**

* Assess project and departmental performance and identifying critical project and departmental implementation problems and issues.
* Reviews progress assessments, remediation strategies, and oversight reports; making recommendations to CDT, DOJ leadership, assigned business/technical leadership, and consultants regarding project remediation and continuation in order to ensure that all aspects contained in the IT project portfolio are delivered on time, within budget, and attain their intended business value.
* Elevates critical project issues to executive management.
* Works collaboratively with all clients to understand their overall long term IT project portfolio planning and capacity to perform the work.
* Participates in the analysis and development of Budget Change Proposals, or other budget action documents impacting current/pending projects.
* Performs impact analysis and recommending implementation strategies as a result of any changes to the State’s IT standards, policies, instructions, processes, and guidelines as reflected in the State Administrative Manual (SAM), SIMM, Technology Letters, Management Memos, Budget Letters, and legislative or regulatory changes as required.
* Participates in creating, standardizing and updating IT project policies, procedures and interim project reporting documents.
* Advises clients in interpreting and appropriately applying IT policies and best practices to meet project requirements.
* Supports all PAL activities, including facilitating client meetings, vendor meetings, and mentoring DOJ PMO staff on projects, reviewing the project schedules, and keeping executive staff and sponsor informed at all times.
* Coordination of all project communications and requests for information from internal and external clients and agencies.
* Participation in appropriate IT user groups.

**40%** **Consultative Services**

* Provides guidance to all programs in assisting them in submittal of high quality project approval justifications, PAL, CA-PMF plans, SPRs, PIERs and status reports for projects, including alternative evaluations.
* Ensures industry best practices and standards to guarantee the department is in alignment with the SIMM for IT project approvals and oversight activities to achieve completion.
* Provides training to clients on various IT project-related standards, processes, and required project documentation.
* Collaboration with various DOJ teams, if necessary, to create training and presentation materials.
* Represents IPO in the implementation and utilization of the project portfolio management tool, which will be the primary source of project data for DOJ. Data gathered from this tool will be provided to the IT governance bodies for information and decision-making.
* Provides guidance and support for requirements analysis and documentation, system design, development, testing, integration, and implementation of IT systems.
* Works in collaboration with the PMO, to develop standards and guidelines for regular and ad hoc project tracking/project reporting to various audiences including, but not limited to, the Chief Information Office (CIO), DOJ executive management, CDT, and external control agencies.
* Provides guidance to project managers in project initiating, planning, executing, monitoring, controlling, and closure activities, plus assistance in resolving problems at all phases.
* Provides guidance on corrective actions and remediation plans, and determining consistency with state IT policy and best practices.
* Briefs and advising the CJIS management as well as the Division Chief, CIO, DOJs executive management, and legislative staff on IT policy and project impacts as a result of mandates.

**15% Training**

* Participates in department-wide project policy committees, executive steering committees and issue/risk evaluation.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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