

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 25825	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Project Management	REPORTING LOCATION 707 3rd Street, Third Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 AM - 5:00 PM	POSITION NUMBER 306-072-1402-057	CBID R01
CLASS TITLE Information Technology Specialist I	WORKING TITLE IT Project Manager	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Information Technology (IT) Supervisor II, within the Project Management Unit in the IT Project Management and Business Technology Management domains, the IT Specialist I serves as the project leader for IT projects, and is responsible for the oversight of all phases and aspects of project management, and system development life cycles (SDLC) to ensure efficient, and effective delivery of project objectives.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Organizes and manages IT project work throughout various phases by applying industry standards, principles, methods, and techniques in order to manage all Project Approval Lifecycle deliverables and ensure successful delivery of project objectives in accordance with applicable laws, regulations, policies, standards, and procedures, utilizing the California Department of Technology's (CDT) Project Management Framework project deliverables and outputs such as Project Management Plans, subordinate plans, schedules, and reports.
20%	Performs risk assessment and scope management by applying project management principles and methods to track project progress against baselines, identifying, communicating, and mitigating problems in order to monitor and control project deliverables, utilizing OnePlan or project management tools to ensure adherence to the predefined project schedule and budget, and determine corrective actions needed to address deviations that may impact the schedule, cost, scope, or quality of the project.
15%	Plans and develops new customer initiatives for DGS' various lines of business by identifying the customer's business problem or opportunity, and collaborating with senior management in order to prioritize and define project scope, develop budgets, and schedule estimates to ensure timely completion of projects which adhere to organizational objectives, utilizing Customer Request Forms, Stage 1 Business Analyses, and Project Charters.
10%	Manages, oversees, and completes project related procurements by developing Statements of

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
	Work, coordinating with the appropriate procurement teams, and leveraging optimum procurement strategies in order to acquire project resources, and to ensure DGS and their customers receive the maximum benefit utilizing ServiceNow in accordance with the Procurement Division's established guidelines.
10%	Develops and implements new or revised processes, policies, and procedures by communicating impending changes to the team, in order to make process enhancements, and ensure continuous improvement of ETS' project management practices, utilizing Microsoft SharePoint and Teams.
10%	Facilitates cross-functional working sessions with ETS' technical teams by coordinating staff and unifying the various project activities in order to produce comprehensive, gap-free technical SDLC deliverables to ensure project quality for DGS customers, utilizing Microsoft Teams, Outlook, softphones, and video conferencing.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Reviews current IT system literature and participates in educational programs by attending professional organizational conferences, meetings, and workshops, in order to remain abreast of changes in industry practices and emerging technology trends, and to ensure that customers are served with appropriate technology utilizing training tools like Pluralsight, research tools like Gartner and Infotech to keep themselves informed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework up to 3 days a week, in accordance with DGS's Telework Policy, and will be required to report to the office a minimum of 2 days a week. The successful candidate must reside in California upon appointment.

Professional office environment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED