

## DUTY STATEMENT

1. POSITION INFORMATION							
Civil Service Classification Information Technology Specialist I (ITS I)	Working Title Project Management Lead/Scrum Master						
Employee Name	Position Number 791-753-1337-007						
Project/Division Name Child Welfare Services – New System Project (CWS-NS)	Supervisor's Name TBD (Vacant)						
Unit Child Welfare Digital Services	Supervisor's Classification Information Technology Supv. II						
Physical Work Location 2870 Gateway Oaks, Sac, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction						
Revision Date 2/14/2018							
2. REQUIREMENTS OF POSITION							
<p><b>Check all that apply:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%;"><input type="checkbox"/> Requires Fingerprinting &amp; Background Check</td> </tr> <tr> <td><input type="checkbox"/> May be Required to Work in Multiple Locations</td> <td><input type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p>		<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Requires Fingerprinting & Background Check	<input type="checkbox"/> May be Required to Work in Multiple Locations	<input type="checkbox"/> Other ( <i>specify below in Description</i> )		
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3. DUTIES AND RESPONSIBILITIES OF POSITION							
<p>IT Domains used:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Business Technology Management</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Information Technology Project Manager</td> </tr> <tr> <td><input checked="" type="checkbox"/> Client Services</td> <td><input type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input type="checkbox"/> Information Security Engineering</td> <td><input type="checkbox"/> System Engineering</td> </tr> </table> <p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under direction of the CWS-NS PM Service Manager (IT II Supv), the Project Management Lead/Scrum Master (ITS I) is the team lead providing leadership and support to the agile project management, business analysis and scrum master tasks in support of the CWS-NS Project. The CWS-NS project is a large, complex multi-million dollar project and considered a "demonstration" project due to using agile methodologies and having multiple vendors developing the software. This role supports project management processes and ensures that project management activities are conducted in accordance with project management plans, OSI Best Practices, and agile standards. In addition, the incumbent handles the most complex IT Projects and provides a strong link and collaboration amongst the project's other scrum masters and service teams.</p>		<input checked="" type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Manager	<input checked="" type="checkbox"/> Client Services	<input type="checkbox"/> Software Engineering	<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering
<input checked="" type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Manager						
<input checked="" type="checkbox"/> Client Services	<input type="checkbox"/> Software Engineering						
<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering						
Percentage of Duties	<b>Essential Functions</b>						
35% Project Management	Acts as a service team project lead for the CWS-NS project. Responsible for planning, coordinating, directing, and /or managing the development and implementation of the service team's module, including schedules, resources, process flow diagrams, user stories, and timelines through all phases of the project. Follows the state project management methodology, agile methodology and systems development life cycle methodologies and is responsible for related project artifacts. Responsible for monitoring and controlling service team module work and providing regular status reports. Develops and effectively manages risk management plans, including risk identification, risk assessment, risk responses, and						

	related strategies, monitoring, communication, and escalation. Actively identifies and resolves project issues or impediments. Works collaboratively with team staff, vendors/contractors, staff from other business areas and external stakeholders throughout a project. Independently performs tasks relating to quality assurance, risk and issue management, change management, schedule management, analytics and status reporting. The incumbent is knowledgeable of and adheres to Agile development and project management methodologies and standards, including The Department of Technology's California Project Management Framework (CA-PMF), the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK), and industry best practices.
25% Business Analysis	Performs complex business analysis which includes identifying business requirements and report-writing (e.g., developing Project Approval Lifecycle documents (Stage 1 Business Analysis (S1BA), Special Project Reports (SPR's) and monthly Legislature reports). Leads efforts to elicit and develop business requirements/user stories using techniques such as interviews, observation, sprint planning, etc. Ensures requirements/user stories are traced, backward/forward, identifying the relationship to other requirements across modules. Provides technical advice and expertise in the development of specifications and project management methodologies and processes and procedures. Assures effective business analysis by collaborating with customers throughout the project and sets the groundwork for open communication with an emphasis on meeting desired project goals. Works with business and technical staff continually to identify potential process and technology changes or opportunities to enhance or better utilize existing functionality (i.e. continuous improvement).
25% Scrum Master	Acts as a service team Scrum Master: Leads and facilitates all scrum ceremonies/ team meetings (i.e. daily stand-ups, sprint planning, and sprint retrospectives) ensuring that the goals are met. Removes impediments (roadblocks) to team and leverages project organizational resources to improve capacity of work. Manages confirmed requirements/users stories using change control methodology or backlog refinement to control project scope. Supports the Service Manager/Product Owner in managing customer expectations for project deliverables, managing stakeholder communications, and helps to implement an effective system of project governance.
10% Governance	Leads working sessions to identify and provide recommended solutions or escalations to resolve project-wide issues that were identified by other project team members, Independent Verification and Validation (IV&V) reports, Independent Project Oversight Control (IPOC) reports, and/or the Executive Leadership Team (ELT). Assists in ushering agency IT project report documents through the approval process. Assist in maintaining accurate information in the Project management agile tool (Pivotal Tracker or Jira).
Percentage of Duties	<b>Marginal Functions</b>
5%	Participates in project procurement activities, such as the development and maintenance of Request for Proposal (RFP), and the development of proposal evaluation plans. Reviews responses to bidder questions involving the solicitations approval ensuring accurate information. Reviews and rates the evaluation of draft and final proposals. Performs other duties as assigned within the scope of this classification. Perform other duties as assigned.
Other Information	Incumbent's regular and consistent attendance is critical to the successful performance of this position. Must communicate effectively and professionally (both orally and in writing) with the public, other employees and/or team members; must develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures. Routinely works with confidential issues and is expected to maintain confidentiality at all times.

<b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply from the drop-down menus)</i>		
Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)	
Walking: Repetitive (26-33%)	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time	
Lifting: 1-25% of the time	Bending/Stooping: 1-25%	
Other:		
Type of Environment: a. Cubicle b. Select		
Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.		
<b>5. SUPERVISION</b>		
Supervision Exercised <i>(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)</i> None		
<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature		Date
<b>Supervisor's Statement:</b> I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature		Date
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i>		
* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.		
List any Reasonable Accommodations Made:		

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
  - PROVIDE A COPY TO THE EMPLOYEE
  - FILE A COPY IN THE SUPERVISOR'S DROP FILE