

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name Proposed		Division Technology Services Division			
Position No / Agency-Unit-Class-Serial 461-100-1415-xxx		Unit Deputy Director's Office			
Class Title Information Technology Specialist III		Location DSH-Sacramento			
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID R01	Work Week Group: E	Pay Differential	Other
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Deputy Director/Chief Information Officer, the Information Technology Specialist III works as the Technology Services Division's (TSD) Information Technology Chief of Staff. The incumbent partners with the Chief Information Officer and provides expert level leadership in the areas of Information Technology Strategy and Strategic Planning, Project Governance, Portfolio Management and the development and implementation of key performance indicators and other metrics necessary to be implemented and measured in order for TSD to track the effectiveness of its projects and ensure that TSD projects and initiatives provide business value to the Department. The Information Technology Specialist III ensures project management best practices, processes and procedures are consistently applied to all IT projects following the California Project Management Methodology (CA-PMM) and the Project Management Body of Knowledge (PMBOK).</p> <p>Must be able to travel to all DSH sites.</p>					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.)			
50%		<p>Information Technology Strategic Planning The incumbent will partner with the Chief Information Officer, Chief Technology Officer and Chief Information Security Officer to provide technology vision and direction for the DSH enterprise. The incumbent will be responsible for driving focus and prioritizing within the TSD organization through establishing strategic planning and governance principles and processes that will be used throughout the TSD organization. The incumbent is responsible for sponsoring, coordinating and the approval of the TSD strategic plan. The incumbent will develop IT strategy and strategic plans that meet the needs of the organization through the incorporation of plans business priorities, strategies, goals, emerging technologies, industry trends and economic viability. The incumbent will be responsible for identifying key resources both within the TSD and outside of the organization necessary to meet the objectives of the TSD strategic plan. The incumbent will partner with senior enterprise leaders to integrate the TSD strategic plan with the Department's long-term strategic plan and objectives.</p>			

15%	<p>Project Governance Responsible for the design, development, implementation and oversight of the framework which provides the project managers and teams with structure, processes, decision-making models, and tools for managing projects. Ensures that critical elements of project, including the accountabilities and responsibilities associated with the Department’s business activities are clear in all organizational governance arrangements. Ensures that the oversight function is aligned with the Department’s leadership structure and decision-making processes and encompasses the entire project life cycle and defines structured roles, responsibilities and accountabilities within the project to include improved control, integration, and decision making. Responsible for accomplishing projects on time and on budget by bringing together stakeholders for efficient decision-making with a focus on key decisions that not only shape the project, but the project direction as well as the conditions that set up projects.</p>
15%	<p>Portfolio Management Researches and documents the core business and related technology capabilities commonly required to serve DSH and its patients. Understands the underlying technologies in use. Evaluates redundant technology usage and how it might be streamlined.</p> <p>Develops and manages a maturity roadmap that is consistent with the Department of State Hospitals, CA Health and Human Services Agency (CHHS), and the California Department of Technology (CDT) strategic goals and planning.</p> <p>Reviews and guides efforts for related concept/planning documentation. Reviews new project concepts to ensure compliance with the Agency “to-be” architecture. Uses agile techniques to deliver architectural guidance.</p> <p>Develops and executes long term goals with various stakeholders. Organizes and directs Advanced projects and efforts. Provides status reports and updates as required</p>
15%	<p>Key Performance Indicators and Metrics Continually develops, implements key performance indicators and metrics that are used by the organization to measure its performance against industry standards. The incumbent is responsible for developing and implementing a vision and plan to exceed benchmarks. Using approved standards of measure established in the Information Technology industry and in government, measures progress towards business objectives and goals to drive management decisions used for governance and oversight. Takes measured risks in investing enterprise resources in significant initiatives that transform organizational processes and/or practices to comply with world-class standards of practice.</p>
5%	Performs other IT Specialist III job-related work as directed by management.

Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee's Signature Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature Date</p>
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