



**DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT**

702-1404-008

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Applications Branch	
3. REPORTING UNIT NAME Portfolio & Project Management Unit		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Supervisor II		6. WORKING TITLE Unit Supervisor	
7. POSITION NUMBER 702-1404-008		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT S01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? Yes No
 This position is designated under the Conflict of Interest Code. This 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. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVAL **J. Wilkinson** **15. DATE APPROVED** **05.06.2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under general direction of the IT Governance, Group Manager within the Enterprise Applications Branch, the Project Management (PM) Unit supervisor, IT Supervisor II, shall plan, organize, and direct the work of the PM Unit and supervise information technology staff performing work within the Project Management functions of the unit. Responsibilities include the management and oversight of project management disciplines including schedule, resources, risks, issues, decisions, quality, performance, communications, metrics, and project library activities and action item management. The IT Supervisor II provides project management expertise for departmental projects and through the supervision of subordinate employees ensures the project management and system development lifecycles methodologies are followed. The IT Supervisor II will perform a variety of tasks in support of systems and services in the Information Technology Project Management and Business Technology Management domains.

17. ESSENTIAL/MARGINAL FUNCTIONS

**Relative % of time required
(in descending order)**

- 35% **(E)** Directs, coordinates, and manages the most complex enterprise IT projects. Directs and manages workloads and priorities to provide guidance to subordinate staff in methodologies needed to complete information technology (IT) projects, ensuring all projects and efforts are monitored, tracked, and include appropriate metrics. Directs and guides staff in collecting, preparing, and distributing project management related documents and adherence to policies, procedures, standards and program development to ensure projects adhere to the California Project Management Framework (CA-PMF), DMV's IT Project Portfolio, and the IT Project Portfolio Management processes. Guides staff in the Project Management Body of Knowledge (PMBOK), and ensures that departmental projects are in alignment with CDT's oversight policies and procedures in the Statewide Information Management Manual (SIMM) 45. Participates in departmental workgroups making recommendations that align with the state and department methodologies.
- 25% **(E)** Directs and manages multi-disciplined business and technical teams in delivering the Department's larger, most complex enterprise IT projects with statewide impact are delivered on time and within budget in accordance with DMV's Project Management Framework, using the Enterprise Project Management (EPM) tool. Validates projects alignment with the State's budgeting process, legislative and administrative procedures, procurement documents and procedures, and the roles and responsibilities of oversight and regulatory agencies in the delivery of effective project management services.
- 15% **(E)** Supports in development and maintenance of the DMV Project Management Framework, Systems Development Life Cycle (SDLC), and other project delivery frameworks in accordance with industry



DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

best practices; DMV's Strategic Business Plan, IT Strategic Plan, and Enterprise Architecture framework; and the California State IT Strategic Plan. Collaborates with various divisional program staff to develop and continuously improve project management processes, tools and techniques.

10% **(E)** Provides consultative support to business customers on the use of project and portfolio management tools and methods. May provide project management training to new project team members and business partners. Advises the ISD Management, Project Teams, Directorate, Enterprise Governance Council and its Advisory Committees of project status, progress and critical success factors. Represents the Project Management Group in contacts with internal staff, government agencies, industry groups and public organizations.

10% **(E)** Develops plans to accomplish goals and objectives in accordance with the department's mission and strategic plan. Evaluates and updates duty statements, establishes performance expectations, completes individual development plans annually, completes probationary reports on a timely basis, adheres to the State's progressive discipline policy. Makes informed and administrative and personnel management decisions in accordance with department and state policies, personnel-related laws, rules, established DMV administrative processes and procedures, and collective bargaining agreements. Ensures staff comply with all DMV policies, office standard operating procedures, and department and agency protocols. Participates in workforce planning, budgeting, and succession planning. Facilitates/attends weekly staff meetings.

5% **(M)** Performs other job-related duties as required.



DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

702-1404-008

18. SUPERVISION RECEIVED

The IT Supervisor II works under the general direction of the Group Manager, ITM I and may also receive indirect supervision and instruction from the Section Manager, ITM II in matters of project or portfolio management.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

The IT Supervisor II supervises staff in IT Specialist I classification. The IT Supervisor II also leads project teams in executing enterprise IT projects and has informal authority to lead and direct project resources to perform project tasks. Project teams may contain 10 to 100 members.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in an office setting in artificial light and temperature control. Sits in a cubicle, primarily sedentary for extended periods of time. Operates a personal computer, telephone, fax machine, copier and other office equipment. Incumbent gives presentations and participates in meetings, conferences and workshops. Communicates with internal and external customers via e-mail, telephone or in person. Attends meetings on HQ campus and off campus.

The IT Supervisor II may have to carry project documents weighing up to 15 lbs. to formal, working meetings. Occasional standing may be necessary to run daily stand-up meetings.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

A minimum of five (5) years of experience as an IT project manager controlling and overseeing all aspects of IT projects including integration, scope, schedule, cost, quality, resource, communications, risk, procurement, and stakeholder management and the systems development life cycle (SDLC) is required.

Experience with the Project Approval Lifecycle (PAL) and Project Management Institute (PMI) Project Management Professional (PMP) or Agile Certified Practitioner (PMI-ACP) are desired.

Personnel with responsibilities that include Operations functions, such as patching systems for security and/or performance, will comply with all policies, procedures, and standards for operational effectiveness. Adhere to departmental standards for data backup, recovery, integrity, control, and management

22. PERSONAL CONTACTS

Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight and lead individuals or groups. Interactions may be general, confidential, sensitive or informative in nature.