DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-7500-001

ACTIVE

☐ CURRENT
☒ PROPOSED

1. DIVISION	2. REGION OR BRANCH
Information Systems Division	Enterprise Modernization Project Branch

3. REPORTING UNIT NAME	4. POSITION CITY
Enterprise Modernization Project Director/DXP	Sacramento

5. CLASSIFICATION TITLE	6. WORKING TITLE
CEA B	Modernization Project Director

7. POSITION NUMBER	8. PREVIOUS POSITION NUMBER
716-7500-001	

9. CBID/BARGAINING UNIT	10. WORK WEEK GROUP	11. TENURE	12. TIME BASE
M01	E	Permanent	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. Grebel**	15. DATE APPROVED **6/17/2021**

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 the general direction of the Chief Information Officer (CIO), the Career Executive Assistant (CEA) B serves as the Modernization Project Director and head of the Modernization Project Office. The incumbent provides executive and strategic leadership to direct, manage and supports DMV's modernization projects with updated technology broadly supported by the industry. The CEA B recommends, develops and administers the DMV's modernization applications and infrastructure and will direct the formulation and implementation of new technology services to meet the future needs of the DMV.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

35% (E) Provides executive oversight and strategic direction to highly visible and operationally critical modernization projects by executing the department's information system operational initiatives and Information Technology (IT) Strategic Plan, which includes upgrading legacy applications without disruption to service. Oversees and directs the project activities required to address technical, administrative, and fiscal documents articulating the vision of the department for its modernization projects. Guides and provides executive direction to ensure that project procurement, contract management, budgeting and reporting will adhere to project expenditure plans. Takes lead and provides strategic direction in planning, coordinating, and controlling the activities of the modernization team to ensure departmental objectives are achieved. Directs formulations, analyzes, and provides recommendations on the impact of legislation and the planning of its implementation. Collaborates at a directorate level and with ISD staff and DMV business management in developing strategic and tactical plans surrounding the DMV's information systems with consideration for the convergence of legacy systems with targeted technologies. Directs, plans, and initiates transition efforts for the next generation of technology tools that support the department and aids in achieving the department's mission and vision.

25% (E) As Executive Leadership, establishes and sets expectations regarding section activities and ensures adherence to departmental and State regulations, policies and procedures. As the project director, testifies before committees, control agencies, review boards, and the legislature. Directs interaction and is the primary liaison who administers contract services from Department of Technology Services and ensures services are delivered in compliance with contract specifications based on departmental needs. Oversees and directs contract negotiations and is responsible and

accountable for contract modifications, providing recommendations to a Steering Committee and Executive Director regarding changes to project scope, schedule and budget. Provides direction regarding procurement and vendor risks and issue identification, qualification, mitigation and escalation.

25%   (E) Directs and serves as the primary liaison in communicating with multiple management levels within the division, department, contractor and vendor representatives, State control agency administrators, and the State, Federal, and local government entities. Establishes program goals and project milestones; facilitates effective communication and feedback among staff and guarantees proper, timely, and accurate distribution of information and materials. Assesses program and project progress against goals, identifies deviation to expected outcomes; develops and directs mitigation strategies and corrective action plan; prepares required documentation and reports; presents findings and recommendations, to CIO, Project Steering Committee, Departmental Executive Director and oversight agencies.

10%   (E) Directs IT strategic planning sessions and workshops. Guides the development of policies and strategic plans and ensures the long-term demands of the department for a trained and fully staffed workforce is achieved, by implementing change management techniques, updating recruitment efforts, and succession planning. Reviews and recommends IT modernization strategic direction in the formulation and interpretation of policies, plans and procedures for the identifying, evaluating, and implementing of major IT projects to support the department programs and operations.

5%   (M) Advises and recommends to the department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Researches and evaluates current and new information technologies and trends. Performs other job-related duties as required.

18. SUPERVISION RECEIVED

The CEA B reports directly to and operates under the general direction of DMV's Chief Information Officer.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

Through subordinate ITM II's and ITM I's, the CEA B manages state staffing, which includes the classifications of Manager III, Manager IV, ITS III, ITS II, ITS I, and IT Associate. The CEA B directly supervises highly specialized consultants including technical architecture consultants and technical support consultants. The CEA B also directs the management and oversees the activities performed by vendor information technology professional staff, which includes their managers, senior architects, senior and staff level developers and analysts as well as testers and other technical support professionals.

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.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Demonstrated experience and technical expertise related to managing large scale IT projects, vendor and contract management, risk management, and change management.

Ability to communicate ideas and information effectively both orally and in writing; provide clear and concise presentations to targeted audiences; as "subject matter expert" on behalf of the Department; effectively perform and direct multiple, high priority projects simultaneously; reason logically and creatively to take appropriate actions; establish and maintain priorities; gain and maintain the confidence and cooperation of others.

Maintains a working relationship with the CIO and the ISD Branch managers. Ensures that project initiatives, hardware and software are aligned with current and future IT systems. Measures the effects of technical debt on the department and IT assets, hardware and software.

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 back-up, 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.