

DUTY STATEMENT

TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 8/30/2021	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager I		E. POSITION WORKING TITLE Project Manager
F. CURRENT POSITION NUMBER 695-520-1405-008		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Statewide Project Delivery/California Project Management Office/Statewide Project Delivery Services/Project Management Services/Sacramento		I. SUPERVISOR NAME AND CLASSIFICATION Janet Fong, IT Manager II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY 8 AM TO 5 PM		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Project Management Services Administrator, California Project Management Office (CA-PMO), the Project Manager (Information Technology) (PM) will be assigned to perform project management functions as either a dedicated PM or as a Project Management Advisor/Consultant in order to facilitate the successful delivery and completion of projects.</p> <p>The PM may be assigned to directly manage one or more projects or may be assigned to provide project management advisory and consulting services to one or more projects. The projects may vary in size, complexity, and duration and may include multi-year Information Technology (IT) projects of a complex and sensitive nature involving large expenditures. The incumbent will manage projects according to established and standardized project management methods, guidelines, and principles and ensure that assigned projects follow all IT statewide policies, procedures, and standards.</p>
% of time performing duties 60%	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%)</p> <p>Project Management and Scope Management:</p> <ul style="list-style-type: none"> Participate in the planning of the project engagement and transition process. Participate in planning and transition activities including the performance of detailed analysis of the projects, gap identification, resource estimation, and other project planning activities. Assist in recommending and negotiating the CA-PMO mode of engagement, terms, and conditions and secure the buy-in from the sponsoring entity for CA-PMO engagement. Oversee and manage all aspects of one or more projects according to established and standardized project management methods, guidelines, and principles. Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. Engage the stakeholders of the project and work with the governance structure of the project to execute the project. Develop and maintain effective working relationships with all the stakeholders. Help with team building efforts and ensure a cohesive project working environment. Execute the project plan. Monitor the execution of the project and the project health closely.

30 %

- Report deviations from the plan to the project sponsor, steering committee, executive committee, and the California Department of Technology (CDT) leadership. If necessary, communicate, prepare, and take corrective actions to bring the project back on track.
- Manage all aspects of the project(s) including but not limited to risk, cost, schedule, change, scope, contract, personnel, oversight, and other areas of the project to ensure its success.
- Interact daily with project team and/or Project Director on all phases of the project.
- Manage and collaborate with system integrators on the design, configuration, scope, schedule, implementation, progress, and cost issues associated with the assigned project(s).
- Manage procurements, contractor and vendor contracts and personnel to meet contract objectives employing appropriate management and negotiation skills.
- Work collaboratively with senior management, project team members, subject matter experts, oversight, and stakeholders to ensure adequate definition of project scope, goals, deliverables that support the project's business goals.
- Responsible for Risk Management functions including risk planning, identification, qualitative and quantitative risk analysis, response planning, and risk monitoring.
- Capture, document, and share project lessons learned.

Analysis, Project Cost, Communication and Quality Management:

- Prepare and issue monthly status reports to address schedule, resources, budget/cost, quality issues and project risks.
- Elevate critical project issues and risk to executive management.
- Collaborate with other Project Managers to share ideas and suggest changes to the PM framework and templates; assist and contribute to updates, processes, techniques, templates, and project/portfolio management tools (e.g. share point repository), audit support, legislative reporting, etc.
- Contribute to the development and maintenance of a repository of reusable, project-related artifacts.
- Participate in the development, implementation and maintenance of the strategic and tactical plans in support of the CA-PMO and the CDT.
- Foster methods of creative decision-making and problem-solving and provide continuous feedback to peers and executives.
- Interact directly with procurement officials and the CDT's Statewide Technology Procurement on procurement issues.
- Participate in the review, development, implementation of policies and procedures for the CA-PMO.
- Apply Organizational Change Management practices, methodologies, and tools to successfully lead stakeholders through the change process.
- Apply Business Process Reengineering (BPR) practices, methodologies, and tools to successfully develop reengineering techniques to improve performance and services.

5 %

Knowledge Transfer, Training and Development:

- Encourage team building, facilitate cross training and promote continuous improvement of processes. Implement motivation techniques, promote training and create a positive climate for change.
- Contribute to the development of the statewide IT project curriculum for training and coaching project teams on standardized practices, tools, techniques, measurement systems, and reporting mechanisms.
- Provide coaching, training sessions, seminars, and conduct other educational events to disseminate PM expertise and lessons learned to other staff within the CDT, as well as staff in statewide entities.
- Attend and/or participate in training courses or activities as defined by CA-PMO leadership.
- Provide briefings to executive management, as needed.
- Participate in the development and review of CA-PMO processes, methodologies, tools, documents, and templates.

5 %

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

Other related duties as required.

Work Environment Requirements

- The incumbent may be required to work outside of normal business hours and is required to carry a mobile device.
- The incumbent must travel to meetings and/or customer department sites within the greater Sacramento area.
- The incumbent may be assigned to work at a client's project site, as their headquarters, within the greater Sacramento area.
- The incumbent must maintain excellent attendance in order to perform these functions.
- May be required to pass a fingerprint background check completed by the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for access to customer sites. The Customer Department will receive the results of the background check and will be responsible for determining employee access to their site.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Manager I will receive general direction from the Project Management Services Administrator. The IT Manager I may work in a team environment or in an independent manner. The incumbent will also report to project sponsor(s), sponsor steering committee(s), and the executive team of the sponsoring entity(ies) of the project(s) that the incumbent will be managing.

Actions and Consequences:

The incumbent is responsible for carrying out the policies, processes, and procedures that are used throughout State government and are implemented statewide. It is critical that the incumbent be able to maintain a high level of professionalism, diplomacy, and tact as this position must be able to successfully communicate with individuals from the department with the project in crisis as well as the Governor's Office, Legislature, State Agencies, public, and the private sector. Failure to perform adequately could result in the operations of the affected department, as well as the CDT being disrupted. Consequently, accuracy and attention to detail are of paramount importance.

Personal Contacts:

The IT Manager I will have daily contact with Department Directors, the CDT executive staff, customer department executives, Control Agencies, the public, IT Project Managers, and other staff.

Administrative and Supervisory Responsibilities: (Indicate "None" if this is a non-supervisory position.)

The incumbent will have full responsibility for managing projects for various state entities and to ensure its successful completion.

Supervision Exercised:

The IT Manager I may directly oversee the work of IT Supervisor IIs and/ or may be required to provide oversight, leadership, and direction to support staff and project team members in a matrixed project structure.

Other Information

Desirable Qualifications: (List in order of importance.)

The incumbent should possess the following skills/abilities in order to perform the essential functions of the position:

- Broad and extensive knowledge of project management concepts, principles, practices, and processes prescribed by the Project Management Body of Knowledge (PMBOK) and the California Project Management Framework (CA-PMF);
- Ability to develop and maintain project management artifacts, documents, and plans including, but not limited to: schedules, risk and issue analysis, and work processes used in the IT project lifecycle;
- Possession of the Project Management Professional (PMP) Certificate by the Project Management Institute (PMI) is desired;

- Extensive project management experience applying the principles, methods, techniques, and tools for developing, scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, risk and procurement management;
- Outstanding project management experience as demonstrated by a successful track record of managing large and complex IT projects;
- Ability to successfully manage projects in a matrixed environment;
- Excellent written and oral communication skills;
- Ability to utilize diplomacy, tact, and professionalism;
- Extensive experience with Institute of Electrical and Electronics Engineers, and Information Technology Infrastructure Library methodologies;
- Extensive knowledge of principles of IT Project Management, approval and oversight processes for IT projects, and the System Development Life Cycle;
- Ability to evaluate situations from multiple perspectives (customers, stakeholders, vendors, best practices) in order to manage projects effectively;
- Extensive experience in developing and implementing IT project management solutions, including methodologies, processes, decision frameworks and toolkits to manage high criticality projects in a diverse and changing highly political program;
- Ability to exercise good judgment and make timely and effective decisions;
- Ability to consistently exercise a high degree of initiative, independence, creativity and originality in performing daily duties and assigned tasks;
- Ability to multi task and manage several projects concurrently.
- Ability to constantly re-prioritize work based on severity of issues and impact of solution.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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