



**DEPARTMENT OF MOTOR VEHICLES  
POSITION DUTY STATEMENT**

717-1415-905

**ACTIVE**

CURRENT  
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Applications Branch	
3. REPORTING UNIT NAME Innovation Product Section, Applications Matrix Team		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE IT Specialist III		6. WORKING TITLE Product Manager (#1)	
7. POSITION NUMBER 717-1415-905		8. PREVIOUS POSITION NUMBER 716-1402-905	
9. CBID/BARGAINING UNIT M01	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 **T. Cortez-Guardado** 15. DATE APPROVED **9/23/2021**

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 administrative direction of the Innovation Product Section Manager, Information Technology (IT) Manager II, the Product Manager, IT Specialist III, is a member of the Applications Matrix Team responsible for leading, building and maintaining relationships with designated business partners. The IT Specialist III will guide the success of a product and lead the cross-functional teams that are responsible for it. The Product Manager is the person responsible for defining the why, when, and what of the product that the engineering team builds from conception, build, launch, and improvement.

**17. ESSENTIAL/MARGINAL FUNCTIONS**

Relative % of time required  
(in descending order)

- 45% **Product Management (E)**  
Oversees, and manages product(s) with high degree of strategy, scope, and complexity. Provides mastery-level expertise to create product vision and ensure alignment with strategic priorities of stakeholders. Architects and develops product portfolio vision, and communicates the vision as a product strategy to team, other teams outside the portfolio & functional area, and executive leadership. Defines and develops product level Key Performance Indicators (KPIs). Oversees and manages the product backlog, including its contents and prioritization. Designs and leads implementation of additional monitoring to support enhanced understanding of product health. Analyzes impact of the product on others in the ecosystem, and implements solutions. Drives alignment with stakeholders to determine and assess the impact that the products' regulatory, compliance, and other industry constraints will have on other products in the portfolio. Negotiates with internal and external teams to set aligned priorities among teams both within and outside the portfolio. Architects product roadmap and strategy based on ongoing input from stakeholders, and contributes to program/portfolio level planning. Leads customer-driven design and usability testing for the team and across the portfolio. Plans, leads and coordinates a well-positioned product through market & industry analysis.
- 30% **Procurement Planning (E)**  
Facilitates, and leads portfolio planning and sets and implements priorities. Establishes stakeholder expectations for delivery of new capabilities, features, and functionalities. Determines expected value and any changes in value to be delivered in each iteration (sprint, monthly, quarterly, etc.) based on the team-determined capacity. Collaborates with the agile working group to clarify business



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requirements, address roadblocks, and leads the alignment of product strategy to business goals and priorities. Plans, and coordinates SMEs, technology leadership and stakeholders to implement effective release planning and management. Analyzes and reports on feasibility, cost of delay ramifications, economies, or other aspects of planned or potential changes to the product.

10%

### **Knowledge Management and Skill Development (E)**

Collaborates with other departmental experts and team members to develop and implement key strategic IT initiatives including innovation and optimization opportunities. Researches and determines enterprise system design changes and change requirements needed to drive targeted business outcomes by understanding business drivers and business capabilities (Current State and Future State). Maintains awareness and expertise of current and emerging IT trends and technologies keeping abreast of industry standards, applying new and emerging processes and procedures.

10%

### **Project, Product, and Relationship Management (E)**

Guides team members, to ensure project objectives are met. Manages work in a matrix team environment, collaborating with staff from multiple sections within ISD, business customers and stakeholders. Performs risk assessments to develop response strategies in order to control or reduce risk. Facilitates architectural board meetings and conducts presentations and/or briefings on modernization projects to departmental executive leadership and oversight agencies.

5%

### **Other Duties as Required (M)**

Performs other duties as required.



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### 18. SUPERVISION RECEIVED

The ITS III is under administrative direction of the Innovation Product Section Manager (ITM II).

### 19. SUPERVISION EXERCISED AND STAFF NUMBERS

The ITS III is the technical expert over a multi-functional, highly complex portfolio. The ITS III does not supervise but may act as a lead to others and will be regarded as the Subject Matter Expert.

### 20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works indoors in an office setting in a cubicle. Will access a computer, sit for periods of time, and attend meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV.

### 21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

DMV operates 24/7. Incumbent may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out-of-town classes or conferences.

### 22. PERSONAL CONTACTS

The ITS III communicates with DMV's Executive Office, Department of Finance, California Department of Technology, and the California State Transportation Agency on project status. The ITS III maintains relationships and communicates with management, business and technical teams, vendors, internal and external stakeholders.

Communications are by phone, email, in person, and mail. Interactions may be general, confidential, sensitive or informative.