

DUTY STATEMENT

Employee Name:

Classification: Information Technology Specialist II (ITS II) (IT Project Management)	Position Number: 580-151-1414-909
Working Title: Senior Project Manager	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full Time
Center/Office/Division: Information Technology Services Division (ITSD)	Branch/Section/Unit: Application Technology and Support Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. ITSD leverages data and technology to advance goals and inform action and accountability.

Under general direction of the Information Technology Manager II (ITM II), the IT Specialist II (ITS II) performs all aspects of business technology management for IT projects of varying size and complexity following Project Management Institute (PMI), California Department of Technology (CDT) standards, CDPH standards, and industry best practices. The ITS II leverages project management practices and tools for various System Development Lifecycle (SDLC) methods (such as waterfall and agile) through the entire maintenance and operation (M&O) life cycle. Some activities include: Developing and sharing tools, processes, techniques and best practices when managing projects; Managing IT contract acquisitions and resulting contracts; Ensuring vendor management methods are established and followed; Training project management teams on various aspects of project management.

The ITS II provides both verbal and written communication to promote clear communication, common understanding and appropriate information sharing. Collects information and develops quality reports for project teams, executives, stakeholders, and state oversight agencies. Has extensive contact with colleagues at all levels within CDPH. In addition, the ITS II may have contact with Control Agencies, other Departments, other States, and the Federal Government. The ITS II must exercise sound judgment, effectively manage highly complexity projects, and produce timely, high-quality IT products in order to align with the ATSB mission to deliver successful technology systems and services that advance the missions of CDPH public health programs.

Main Domain: IT Project Management

Subdomains: Business Technology Management

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: PMI Project Management Professional (PMP)
- Other:

Essential Functions (including percentage of time)

- 25% Perform all aspects of business technology management for IT systems of any size or complexity (small, low complexity through large, high complexity projects) following Project Management Institute (PMI), California Department of Technology (CDT) and CDPH standards and industry best practices. Leverage project management practices and tools for System Development Lifecycle (SDLC) methods (such as waterfall and agile) through the entire system maintenance and operational life cycle (initiating, planning, executing, monitoring and controlling, and closing. Manage risks using established risk management processes (risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control). Manage, monitor and control IT project budget, schedule and scope ensuring development of quality solutions in support of business needs. Monitor project progress, remove development blockers and promote a culture of agility and learning. Provide guidance to teams on agile methodology which promotes the rapid and reliable development of applications. Plan project timelines for system changes and tracks change status to ensure timely completions and notifies the user community when system changes are released. Provide training for CDPH project team members and programs on project management focusing on the use of PMI standards, techniques, and tools, managing project risk through all project management phases, collecting and promoting lessons learned across projects and System Development Lifecycle

(SDLC) development and reporting methods. Provide excellent customer service to CDPH programs and stakeholders to effectively and efficiently deliver expected results.

- 25% Collaborate with various business and technical teams along with the Project Office and the Control Agency colleagues during the California Project Approval Lifecycle (PAL) (Statewide Information Management Manual (SIMM) section 19) for IT projects of any size and complexity. Ensure CDPH and California Department of Technology (CDT) standards and best practices are followed. Access, analyze and recommend information technology solutions based on program business needs and departmental IT enterprise strategies. Coordinate parallel reviews and approvals of documents with multiple versions, internal and external reviews, and tight time frames. Manage expectations while keeping all parties aware of potential risks and impacts to the project and affected business program.
- 15% Provide high-level technical expertise, leadership, communication, consultation, and mentoring support to the project team members, technical staff, vendor consultants, program customers, and others in the design and maintenance of business architecture, information architecture, security architecture, system architecture, networking architecture, and technology architecture. Identify system issues, viable alternatives, and coordinate effective resolution to support the research and analysis of new technologies to enhance overall system functionality. Maintain team member awareness of leading practices and advise of their potential application.
- 10% Drive efforts to procure information technology (IT) applications, products and services. Develop vendor requirements and evaluate vendor proposals. Oversee and manage IT contract acquisitions, including development and approval of procurement documents through contract execution and closeout. After execution of the contract, serve as the main point of contact with the vendor. Ensure vendor management methods are established and managed to ensure compliance with terms and conditions of the contract and participate in negotiations. Work with Program to establish processes to monitor consistency and continuity of the contract management process and conformity to applicable processes, policies, standards, rules, and regulations.
- 10% Provide both verbal and written communication to promote clear communication, common understanding and appropriate information sharing. Routinely and effectively collect, document, and communicate project status with project teams at every level in the organization to enhance project communication, performance, and productivity while providing essential metrics and tools to monitor the overall health of the project. Communicate frequently and efficiently with project teams, executive management, and control agencies regarding project status. Increase project success and decrease project risk by establishing effective communication methods and techniques prior to the start of every project. Coordinate and facilitate project management team meetings, project leaders meetings, steering committee meetings, executive board meetings, and other project related events.
- 10% Perform IT project reporting. Collect information and develop quality reports for project teams, executives, stakeholders, and state oversight agencies. Develop and deliver presentations to various project and stakeholder groups. Develop standard project reports and presentations for different SDLC methods (such as waterfall and agile). Train project team members on development of standard reports and presentations, including the most effective way to communicate, address project risk, obtain decisions and set expectations while collecting and delivering project status to various stakeholders.

Marginal Functions (including percentage of time)

5% Perform other duties as assigned.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>		<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: BC	Date 9/24/21		