

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU:
2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Information Technology Specialist III	HEADQUARTER: Mather Campus
PROGRAM/UNIT: Information Technology / Enterprise Solution Services / Solution Engineering Unit	POSITION NUMBER: 165-1415-001/ CN 11677	CBID: M01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: E
EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. SUPERVISION RECEIVED:
The Information Technology Specialist III (ITS III), Senior Project Manager, is under administrative direction of the Enterprise Solution Services Branch Chief, IT Manager II.
2. SUPERVISION EXERCISED:
None
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)
Physical tasks include sitting for extended periods at a computer workstation with artificial light and temperature control in an office setting. The incumbent will work a minimum of 40 hours per week, with the possibility of overtime in an emergency. The ability to use a personal computer and telephone is essential as most work is performed using these tools. Travel in automobile, commercial aircraft, and public transportation may be required.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Direct contact with Cal OES executive staff, department managers and supervisors, Cal OES employees, other state agencies, and the federal government to provide technical information to solve information technology problems, discuss operational or business needs and systems requirements. This position may liaise with outside contractors and vendors providing goods or services to Cal OES. Direct contact with the Department of Technology to report on the status and IT reporting requirements.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
The California Governor's Office of Emergency Services (Cal OES) is responsible for disaster response, planning preparedness, and training. This position has a high level of responsibility for supporting department-wide administrative applications and other mission-critical web-based applications. Lack of support for these applications could result in the failure of these applications, which would cause cost overruns and a lack of delivery of critical information.
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, you will be required to perform the following duties, and your regular duties may temporarily cease:

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

(Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

Shall be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under administrative direction of the Enterprise Solution Services Branch Chief, the IT Specialist III (ITS III) Senior Project Manager has a leadership role in ensuring Cal OES's most complex projects meet their schedule, scope, and budget objectives. The Senior Project Manager plans and directs the identification, prioritization, design, development or procurement, and deployment of information technology solutions. The Senior Project Manager has extensive decision-making authority and directs the most critical/complex projects. The incumbent provides specialized consulting regarding the alignment of the enterprise technology environment with strategic business needs.

The incumbent must be a project management expert and facilitate large meetings and workshops with staff, management, and executives. The Senior Project Manager will lead a team to complete complex, related tasks, and activities on aggressive timelines.

Percent of Time	ESSENTIAL FUNCTIONS
30%	(E) PROJECT MANAGEMENT Serve as the Project Manager and leader on the most critical/complex IT projects for all project lifecycle stages including project approval, initiation, planning, testing, execution, closure, maintenance, and operations. Develop, implement, and maintain industry standards, best practices, and methodologies for IT project management activities during all phases of the System Development Life Cycle (SDLC) in both Waterfall and Agile methodologies as appropriate. Responsible for the development of all project artifacts and documentation, such as concept statements, charters, work breakdown structures, project plans, test plans, data conversion plans, resource plans, project schedules, communication plans, risk management plans, including risk and issue mitigation, and contract management plans. The Senior Project Manager will use these plans and other project documentation as

	<p>(CONTINUED) PROJECT MANAGEMENT</p> <p>required to inform and advise management on a wide variety of complex and sensitive IT issues. Responsible for securing all the necessary approvals on project documents.</p> <p>Ensure all projects comply with agency and State IT policies and procedures. Demonstrate strategic technical leadership in IT project management concepts, methods, and best practices, including Project Management Book of Knowledge (PMBOK), State Information Management Manual (SIMM), and California Project Management Methodology. Researches and provides technical consultation on leading-edge, innovative best practices and technologies. Conducts and participates in project steering committee meetings and briefings with statewide and agency executives to present project status and risks and obtain guidance from control agencies such as the Department of Finance and the California Department of Technology (CDT).</p> <p>Lead day-to-day activities of the staff assigned to projects, including state and contract staff, in a matrix-managed environment—project staff report in a functional capacity, not organizationally, to the Senior Project Manager. Schedule and lead project-related meetings and discussions as needed.</p>
30%	<p>(E) PROJECT OVERSIGHT AND OPERATIONS SUPPORT</p> <p>The Senior Project Manager serves as the strategic expert advisor in developing and implementing IT project management oversight procedures to support all IT projects and efforts. Provide consultation and guidance to IT and program staff on project management procedures and best practices. Advise, consult and collaborate with other project managers and teams in guiding projects from concept through implementation. Assists project sponsors and managers in identifying and managing delivery opportunities and threats and providing guidance and support for projects encountering issues and challenges. Drives problem resolution and provides an advanced level of organizational understanding and ability to communicate clearly and bridge strategic intent by advising executive leadership on making and understanding the operational decisions and system integration relationships with other integrated systems and dependencies within the organization. Consults with and advises management and executive leadership on the planning, development, implementation, and coordination of IT issues.</p> <p>Provide guidance and support for requirements analysis and documentation, design, development, testing, integration, and IT systems implementation. Acts as a consultant in advising and guiding cross-divisional and enterprise projects with multidisciplinary project teams and matrix management structures through project management processes. Assesses diverse agency goals and objectives requiring an in-depth understanding of the Cal OES business challenges and provides satisfactory solutions by negotiating and influencing individuals, arriving at a compromise, and/or developing suitable alternatives. May need to justify, defend, negotiate, or settle matters involving controversial or project-related issues. Prepares and provides project management-related training to project team members as required.</p>
25%	<p>(E) CONTRACT MANAGEMENT AND OVERSIGHT</p> <p>Plays a lead role in project-related contract management and IT procurement activities, including writing and reviewing procurement plans, Statement of Work, and Requests for Offer/Proposals as needed.</p> <p>Provides expert advisor-level leadership to IT and Program staff related to IT contracts, procurements, and deliverables, including planning, organizing, monitoring, and controlling complex contract-related activities and providing recommendations to executive leadership. Communicates with vendors and contractors to assess new technologies to offer oversight, negotiate contract modifications, and analyze compliance with contract specifications. Provides expert-level guidance to formulate the concepts and elements of IT procurements that will support operationalizing technology systems, leverage sound architectural principles,</p>

	<p>(CONTNUED) CONTRACT MANAGEMENT AND OVERSIGHT provides for secure data exchange, system integration, and ensure data integrity among dependent systems. Advises leadership on formulating IT strategy, policy, and governance throughout the organization and enterprise-wide</p> <p>Develops minimum qualifications, evaluation criteria and participates on selection teams when acquiring contract staff. Performs administrative activities, such as contract management, by reviewing timesheets and verifying contract deliverables. Reviews and writes special reports and ad hoc analysis reports, as required.</p>
10%	<p>(E) PROJECT APPROVAL AND ANALYSIS</p> <p>The Senior Project Manager serves as an expert advisor concerning the coordination, development, and review of project approval and ongoing project reporting documentation. Leads the development of Feasibility Study Reports, Project Application Lifecycle (PAL) process and coordinates all related meetings, documentation, and approvals with CDT. Drafts the Stage 1 Business Analysis (S1BA) reports and subsequent PAL stage-gate milestones. The incumbent develops and writes the Special Project Reports, along with other interim project reporting documents. Contribute to the development of Budget Change Proposals related to IT projects and resource planning. The Senior Project Manager uses master-level knowledge, project management, and solution development in current and future-based cloud technologies, trends, interfaces, protocols, and architectures.</p> <p>Performs impact analysis and recommends implementation strategies resulting from changes to State IT standards, policies, instructions, processes, and guidelines as reflected in the State Administrative Manual, SIMM, Technology Letters, Management Memos, Budget Letters, and legislative or regulatory changes. Ensure procurement activities accurately incorporate requirements and use best practices.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Related Duties as Required</p> <p>The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p>
OTHER INFORMATION	
<p>The position requires strong team leadership skills in identifying new issues and business opportunities and an ability to work with people with diverse goals, skills, and knowledge. The incumbent must demonstrate good written, verbal, presentation, and interpersonal skills.</p> <p>DESIRABLE: Valid California Driver's License. Travel to locations throughout the state may be required for regular and emergency operations.</p>	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If you have any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Chief Information Officer
Civil Service Title