

DUTY STATEMENT

Employee Name:

Classification: Information Technology Manager I	Position Number: 580-154-1405-006
Working Title: Project Management Office I Chief	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: M01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Planning and Project Management Branch/ Project Management Office I

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. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the Information Technology Manager II (ITM II), Chief of the Planning and Project Management Branch (PPMB). The Information Technology Manger I (ITM I) will be the Project Management Office I (PMO I) Chief and one of three PMO managers within the PPMB and directs several project managers in planning, initiation, management, and governance for many of the department’s IT projects in support of program business goals and objectives. The ITM I ensures information technology (IT) projects are properly planned, managed, executed, and controlled to provide the highest probability for project success. The ITM I is also responsible for ensuring that IT project expenditures are driven by and responsive to compelling business needs of CDPH programs in achieving the mission of the Department. The ITM I is responsible for enterprise-wide IT project planning and oversight activities including working closely with the PPMB Chief on IT Portfolio Planning, contract and vendor management, risk management, Project Approval Lifecycle (PAL)

development, legislative bill analysis, budget change proposal (BCP) review and alignment with fiscal documents, formal IT project oversight, and control agency collaborating and reporting.

The ITM I provides oversight and project management direction for CDPH IT projects with high visibility and high impact on the health and well-being of the people in California. Projects range from very small, low complexity efforts to large, highly complex IT projects. Larger projects may include interdepartmental stakeholders where the work is of the most critical and sensitive nature. These projects typically take several years to implement and require multiple interfaces with external enterprises such as other departments and counties. Many projects are in the planning, development or closing process at any one time. The ITM I has responsibility for working collaboratively with other PMO Managers and the PPMB Chief to promote continuous improvement of service delivery, standardization of policies and procedures and increasing CDPH project management maturity by determining and executing an enterprise-wide project management approach, methodology, strategy, and decision-making process.

The ITM I will work in the Business Technology Management domain.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: May travel a minimum of two times a month to Richmond California.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Ensure that IT projects are properly planned, managed, executed and controlled to provide the highest probability for project success. Responsible for establishing and monitoring various IT project expenditures driven by compelling business needs of CDPH programs supporting the mission of the Department. Direct and train project managers to effectively manage IT projects of any size or complexity following Project Management Institute (PMI), California Department of Technology (CDT) and CDPH standards and industry best practices. Lead the development and usage of project management practices and tools for System Development Lifecycle (SDLC) methods (such as waterfall and agile) for the entire project management life cycle. Ensure IT projects are properly planned, managed, executed, and controlled to provide the highest probability for project success. Use established standards and processes to train project management teams on the effective use of risk and issue management for projects of all sizes and complexities. Manage, monitor and control budget, schedule and scope for multiple projects ensuring development of quality solutions in support of business needs. Monitor project progress, assist in removing development blockers and promote a culture of agility and learning. Monitor and manage legislative bill analysis reviews, budget change proposal (BCP) review, formal IT project oversight, and control agency reporting.

Provide guidance to teams on agile methodology which promotes the rapid and reliable development of applications. Provide training for CDPH project managers and programs on all

aspects of project management focusing on the use of PM 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. Promote continuous improvement of service delivery, standardization of policies and procedures and increasing CDPH project management maturity by determining and executing an enterprise-wide project management approach, methodology, strategy, and decision-making process.

- 25% Authorize IT projects by performing all aspects of the California Project Approval Lifecycle (PAL) (Statewide Information Management Manual (SIMM) section 19) for IT projects of any size and complexity. Provide oversight on development of up to four stages of the PAL (Business Analysis, Alternatives Analysis, Solution Development, and Project Readiness and Approval). Collaborate with various business and technical teams along with Control Agency colleagues. 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 customer expectations while keeping all parties aware of project progress and potential risks or issues that may impact the project and affected business program.
- 10% Manage and provide oversight related to many different types of IT acquisitions. Train project managers on procurement processes including creating the procurement requests, conducting evaluation sessions, developing agreement packages, obtaining final approvals and working collaboratively during this process with many IT, program and administrative colleagues. Establish processes to monitor consistency and continuity of the contract management process and conformity to applicable processes, policies, standards, rules, and regulations. Ensure vendor management methods are established and managed. Work closely with project managers to appropriately manage IT contracts and invoice processing. Assist in resolving contract issues, monitor vendor compliance with terms and conditions of contract and participate in resolution of issues escalated by programs, project managers, contract managers or contractors.
- 10% Provide both verbal and written communication to promote clear communication, common understanding and appropriate information sharing. Establish standards for routine and effective collection project status information. Provide direction to project managers on the most effective way to manage 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. Increase project success and decrease project risk by establishing effective communication methods and techniques with project teams, executive management and control agencies. Provide oversight and training for project managers on effectively facilitating project management team meetings, steering committee meetings and other project related events.
- 10% Manage IT project reporting for various projects. Ensure that collection of information and development of quality reports takes place and is accurately reported to project teams, executives, stakeholders and state oversight agencies. Develop various presentation templates for project and stakeholder groups. Develop standard project reports and presentations for various SDLC methods (such as waterfall and agile). Train project managers 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 information to various stakeholders.

Marginal Functions (including percentage of time)

5% Perform other job-related duties as required.

<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: CW	Date 2/2/22		