

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager II	Working Title Project Director
Employee Name TBD	Position Number TBD
Project/Division Name CEDRS/ePOLST Project Director	Supervisor's Name Lorna Eby
Unit EMSA Project Director	Supervisor's Classification CEA B
Physical Work Location 2525 Natomas Park Drive, Suite #200, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p><i>While the current assignment resides within the EVV effort, the OSI reserves the right to change assignments to best meet portfolio and business management needs within the organization.</i></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under administrative direction of the Project Management (PM) Division Deputy Director (CEA B), the Project Director will assist with planning activities and project management support of two new information technology projects for the Emergency Medical Services Authority (EMSA): the California EMS Data Resource System (CEDRS) and Electronic Physicians Order for Life Sustaining Treatment, (ePOLST). The Project Director is responsible for the overall management of the project teams providing leadership and direction, and is the primary point of contact for official communications with State, local, federal, and private sector executive-level stakeholders, the team, executive management and control agencies.</p>	
Percentage of Duties	Essential Functions
25%	Provides leadership and strategic direction to project team to ensure project and organizational objectives are accomplished through effective project management. Plans, directs and oversees the project, and ensures deliverables and functionality are achieved as defined in the project charter, funding documentation and subsequent project plans. Ensures that mission critical program requirements are properly addressed. Negotiates with executive-level decision makers on issues of critical importance to system success.
25%	Manages and approves the project schedule and master project plan to ensure the systems meet the needs of the programs and are delivered on time, within budget and scope. Directs, monitors, and authorizes project management activities which includes, communication, project scheduling, system requirements, and issue and risk management. Has state signature authority for the assigned project, including the prime contractors' and nonprime contractors' contracts and deliverables. Reviews and approves invoices and key project deliverables such as planning

	documents, business requirements, interface specifications, system design and implementation plans. Implements the processes for review/approval of the deliverables defined in the state's IT Project Oversight Framework.
15%	Ensures effective management of all resources assigned to the project—state, prime vendor, and consultant staff. Provides direct management and supervision of the project prime vendor, and a variety of support consultants. Manages contractor performance; approves work products and deliverables from project team, prime vendor, support consultants, and interfacing agencies. Ensures that contractor proposals are consistent with state technical, business, and policy requirements.
15%	Serves as the primary liaison between the project, project sponsors and governance committees, provides project progress and escalates decisions and issues as needed. Serves as the central point of external communication and coordination for the projects. Provides strong advocacy for the projects with external stakeholders, state government, and the public. Represents California in statewide and national conferences and meetings. Effectively communicates with and develops/maintains excellent working relationships with a diverse group of stakeholders to ensure project status and strategic direction is shared and project-related interests are protected and met.
10%	Responsible for addressing issues of a wide variety of management and executive stakeholders at the local, state, federal levels. Officially represents the project in executive meetings with EMSA, OSI, and other stakeholders regarding federal and state funding, transition, risk management, and strategic issues.
Percentage of Duties	Marginal Functions
5%	Performs various supervisory responsibilities related to staff management and development. Evaluates necessary staff resources and training needs. Establishes performance standards and expectations by conducting probationary reviews, annual Individual Development Plans, constructive interventions, corrective and disciplinary actions and training to enhance personnel growth. Provides advice and consultation to staff on the most difficult and sensitive work issues.
5%	Perform other duties as assigned.
<b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply from the drop-down menus)</i>	
Standing: Intermittent (34-50%)	Sitting: Frequent (51-75%)
Walking: Intermittent (34-50%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: <a href="#">Click here to enter text.</a>	
Type of Environment: a. High Rise b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	
<b>5. SUPERVISION</b>	
Supervision Exercised (e.g., <i>Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i> )	
Directly: (1) Information Technology Specialist I, and (1) Associate Governmental Program Analyst	
<b>6. SIGNATURES</b>	
<b>Employee's Statement:</b> I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date

<b>Supervisor's Statement:</b> I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print) Lorna Eby		
Supervisor's Signature		Date
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	ADF	6/03/2022
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.  List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE