



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 640 - 7500 - 905
DIVISION/UNIT Pension Solution Project	CLASS TITLE CEA Level C
INCUMBENT NAME Vacant	WORKING TITLE Pension Solution Project Director

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the administrative direction of the Chief Technology Officer and the functional direction of the Executive Steering Committee, the CEA serves as the Pension Solution Project Director with full management responsibility for the successful completion of the Pension Solution project and sub projects. The Project Director exercises significant independence and authority, working collaboratively with the Executive Steering Committee, Executive Staff, and other project stakeholders in establishing strategic direction of the project. Overseeing and directing all aspects of the project and sub projects, the incumbent identifies, plans, and coordinates multiple vendors and manages schedules, changes, issues, and risks. The Project Director ensures contracts and agreements are executed and implemented in accordance with contract requirements and to the satisfaction of project sponsors and the Executive Steering Committee. The Project Director works closely with stakeholders from across CalSTRS to develop consensus around project requirements and its implementation.

Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.

30%	<p>ESSENTIAL FUNCTIONS</p> <p>Plan, direct, coordinate and lead high-level activities of the CalSTRS Pension Solution project to ensure that goals, objectives, and all elements of the project are accomplished within the prescribed time frame and funding parameters and with the most appropriate methodology for project success. Integrate new policies, processes, and procedures to ensure mission-critical business needs are met in accordance with the CalSTRS Strategic Plan and Annual Business Plan. Regularly review and approve the overall project plan, including staffing for each phase of the project, and ensure the proper assignment of project personnel. Provide regular reports and metrics via an executive dashboard on schedule, funding, staffing, risks, and issues to the project sponsors and steering committees.</p>
30%	<p>Provide overall project management direction and supervision. Apply project management principles and concepts to ensure effective management of all resources assigned to the project. Ensure that activities are consistent and supportive of the overall effort and that requirements for various stakeholders are accommodated. Collaborate in resolving cross-functional project issues, resource contention, and make appropriate project priority determinations. Serve as the primary liaison between the project and the Project Sponsors and Governance Committees. Communicate and work effectively with other Information Technology directors and managers and business line leadership to ensure continuity, engagement, information sharing, and accountability. Oversee the deployment of functional rollouts to manage the level of change to the organization and system end-users.</p>
25%	<p>Oversee and facilitate activities of project vendors to ensure vendors meet project deliverables. Manage vendor relationships for duration of the project. Track, measure, report and evaluate vendor performance including vendor compliance with contractual obligations related to deliverables and milestones. Facilitate and ensure effective vendor collaboration with project teams. Review and approve deliverables including deliverable expectation documents (DED) and ensure vendor contract deliverables are aligned. Prepare and review project reports for presentation to the Project Steering Committee and Executive Steering Committee. Act as a staff resource to the board and its committees, providing advice and consultation in rendering sensitive technical operational, fiscal, procurement and risk management decisions related to the project. Consult with IPOC and IVV consultants regularly to identify project risks and develop appropriate strategies to mitigate risks and ensure successful project completion. Escalate decisions and keep project sponsors apprised of challenges that could put project completion at risk of delay.</p>
10%	<p>Participate in vendor contract negotiations, re-negotiations, and amendments during ongoing project implementations that may be difficult, complex, and sensitive. Oversee project budget and work with the CalSTRS budget office to define budget line items and funding sources. Seek additional project funding and budget approvals as needed. Monitor, track and report on project budget expenditures and project progress on a quarterly and annual basis. Provide communication, consultation, and advice to the</p>

CalSTRS Teachers' Retirement Board, Executive Staff, Senior Leadership Team, and numerous statewide organizations relative to the Pension Solution Project.

5%

MARGINAL FUNCTIONS

- Represent CalSTRS at conferences and stakeholder meetings.
- May act on behalf of the Chief Technology Officer, as delegated.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds
- Demonstrate commitment to diversity of thought, an inclusive leadership style, and ability to give and receive feedback with the highest level of professionalism
- Communicate effectively with executive staff, board members, other state departments, and control agencies
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional travel to various locations for training and/or meetings
- Work in a high-rise building, in an open space environment
- Ability to work in a blended work environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED