

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**POSITION DUTY STATEMENT**  
BU: 1 and Non-Represented

<b>EMPLOYEE:</b>	<b>CLASS TITLE:</b> Information Technology Specialist III Working Title: IT Project Manager	<b>HEADQUARTERS:</b> Mather Campus
<b>PROGRAM/UNIT:</b> Homeland Security Division (HSD) / California Cybersecurity Integration Center (Cal-CSIC) / Mission Support Branch (MSB)	<b>POSITION/ CONTROL NUMBER:</b> 420-1415-003 (CN 61447)	<b>CBID:</b> M01
<b>TENURE:</b> Permanent	<b>TIME BASE:</b> Full Time	<b>WORK WEEK GROUP:</b> E
<b>APPT EFFECTIVE DATE:</b>	<b>RANGE (IF APPLICABLE)</b>	<b>PROBATIONARY PERIOD:</b> <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
<b>IMMEDIATE SUPERVISOR:</b>	<b>CONFLICT OF INTEREST CATEGORY:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DMV PULL PROGRAM:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. SUPERVISION RECEIVED:</b> The Information Technology Specialist III receives broad administrative and policy direction from the Chief, Deputy Director, however, may receive direction and assignments from a designated California Cybersecurity Integration Center (Cal-CSIC) Team Lead.		
<b>2. SUPERVISION EXERCISED:</b> This level does not supervise staff, but may lead others during projects.		
<b>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)</b> Appropriate business attire for a professional office environment; ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities.		
<b>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):</b> The incumbent interacts and communicates with all levels of departmental staff including executive management, business users, local and federal governmental agencies, including but not limited to, the Governor's Office and the Department of Technology. This position may act as a liaison with outside contractors and vendors who are providing goods or services to California Governor's Office of Emergency Services (Cal OES).		
<b>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):</b> Cal OES is responsible for disaster response, planning, preparedness and training. This position holds a high-level responsibility for the security and integrity of publicly displayed information. Failure to effectively perform the duties of the position could result in loss of critical information for the mission and the organization. In addition, the consequence of error at the Specialist III level may have impacts that include loss of funding, project failure, failed business strategy, poor customer service and performance, risk exposure, missed business opportunities, and budget implications.		

**6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:**

When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

May 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/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively and 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 Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of 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 Chief, Deputy Director, the IT Specialist III, IT Project Manager will work within the California Cybersecurity Integration Center (Cal-CSIC) and with Cal OES partner agencies to directly manage information technology projects. The IT Project Manager demonstrates independence and strategic technical leadership, influence, and expertise that drive the organization's use of technology toward constant improvements. The incumbent will direct the most critical/complex infrastructure security projects, developing policies and procedures, requirements, and methodologies. The incumbent will enforce compliance with policies and requirements and implement security and privacy controls across multiple information technology disciplines. The incumbent must maintain confidentiality of information acquired while performing job duties, demonstrate ethical behavior and work cooperatively with others.

Percent of Time	ESSENTIAL FUNCTIONS
40%	<p><b>(E) PROJECT MANAGEMENT</b></p> <p>The ITS III serves at the IT Project Manager and employs industry-recognized State project management methodologies to manage IT projects, ensure customer needs are met, Cal OES standards are followed and project milestones and deliverables are accomplished. The incumbent is responsible for ensuring that IT projects are undertaken with clear business objectives, accurate costs, and realistic schedules. Provides clear communication to Cal-CSIC management, teams, and external stakeholders. Manages multiple IT projects concurrently and ensures Cal-CSIC managers evaluates project management effectiveness, identified opportunities for improvement and enhancement, and serves as a point of contact for all project management issues that requires escalation. Prepares, manages, and oversees all Project Charters and project timelines for all approved Cal-CSIC projects.</p> <p>Manages, oversees, provides guidance, and/or performs activities on the preparation of appropriate project initiation, project planning, execution, or project change documents for Cal-CSIC management, Cal OES management, and California Department of Technology (CDT) management for review and approval. Utilizes organization structures and staff to establish project teams consisting of subject matter experts needed for successful project implementation. Identifies major work packages required to implement the project, prepares work breakdown/statement of work documents that will include the tasks to be performed, duration, and estimated resources needed.</p> <p>Prepares detailed project plans based on the work packages that include cost and schedule estimates to establish and manage a baseline for management of the project. Performs initial and ongoing risk assessments to identify and prepare contingency plans to mitigate or reduce potential risks. Coordinates, establishes, and ensures formal acceptance criteria of the solution has been met for successful delivery of the project. Ensures all procedures comply with the State Administrative Manual and the Department policies and procedures.</p>
30%	<p><b>(E) PROJECT EXECUTION, SUPPORT, AND CLOSE-OUT</b></p> <p>Leads, guides, and provides training and support to project team members that support the project execution phases through close-out. Applies project management concepts, principles, practices, and processes in alignment with the Project Management Body of Knowledge (PMBOK), California Project Management Framework (CA-PMF), and IT Systems Development Life Cycle methodologies. Responsible for administering and/or managing contracts that are part of the project life cycle until formal close-out, transition of the project to production and/or transfer of contract administration to production support. Identifies project issues and coordinates with team members and other stakeholders, including governance policy groups, to resolve. Prepares IT Project Close-Out and Post Implementation reports documenting the project success and acceptance, and creating an archive for use in similar projects. Provides third level support to IT field staff on the most complex issues.</p>

25%	<p><b>(E) PROJECT COMMUNICATION AND RELATIONSHIP MANAGEMENT</b>          Apprises sponsors, key stakeholders, project leadership and teams of project status including project metrics, risks, and issues in accordance with the project plans. Establishes schedule performance metrics for evaluating actual schedule versus projected. Organizes and/or facilitates project planning sessions and provides written and verbal progress/status reports for multiple audiences, as needed.</p> <p>Performs research, stays abreast of new technology trends and tools; audit processes, systems, reports, and recommend best course of action for all phases of project management. Develops and maintains effective communication and working relationships with Cal-CSIC management, CDT staff, department executive management, state agencies, vendors and business stakeholders.</p>
<i>Percent of Time</i>	<b>MARGINAL FUNCTIONS</b>
5%	<p><b>(M) OTHER JOB-RELATED DUTIES AS REQUIRED</b>          The incumbent performs other job-related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but are not 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>
<b>OTHER INFORMATION</b>	
<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>The incumbent may occasionally be contacted for after-hours emergency support. The incumbent is required to operate a State vehicle during the course of employment. The employee is required to successfully complete all training related to the functions of the job during the course of employment.</p> <p><u>SECURITY CLEARANCE:</u> Employee shall obtain a <b>SECRET</b> level security clearance within six months of hire date and maintain the clearance as a condition of employment.</p>	

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 the 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 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*

\_\_\_\_\_  
*Civil Service Title*