DUTY STATEMENT

Employee Name: [Redacted]

Classification:
Information Technology Specialist II (IT Project Management)

Position Number: 580-154-1414-033

Working Title:
Senior Project Manager

Work Location:
1616 Capitol Ave., Sacramento, CA  95814

Collective Bargaining Unit:
R01

Tenure/Time Base:
Permanent/Full Time

Center/Office/Division:
Information Technology Services Division

Branch/Section/Unit:
Planning and Project Management Branch/Project Management Office III

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.

Under the general direction of the Information Technology Manager I (ITM I), Project Management Office III, within the Planning and Project Management Branch (PPMB), the Information Technology Specialist II (ITS II) performs all aspects of project management for IT projects of any size or complexity following Project Management Institute (PMI), California Department of Technology (CDT) standards, CDPH standards and industry best practices. The ITS II leverages project management practices and tools for various System Development Life Cycle (SDLC) methods (such as waterfall and agile) through the entire project management life cycle. Some activities include: Developing and sharing tools, techniques and best practices when managing projects; Authorizing IT projects by performing all aspects of the California Project Approval Lifecycle (PAL); Managing IT...
contract acquisitions and resulting contract; Ensuring vendor management methods are established and followed; Training project management teams on various aspects of project management.

The ITS II provides both verbal and written communication to promote clear communication, common understanding and appropriate information sharing. Collects information and develops quality reports for project teams, executives, stakeholders and state oversight agencies. Has extensive contact with colleagues at all levels within CDPH. In addition, the ITSII may have contact with Control Agencies, other Departments, other States and the Federal Government. The ITS II must exercise sound judgment, effectively manage highly complex projects and produce timely, high-quality IT products in order to align with the PPMB mission to deliver successful technology solutions that advance the missions of CDPH public health programs.

The ITS II will perform duties primarily within the main domain: IT Project Management, as well as, within 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%
Perform all aspects of project management for IT projects of any size or complexity (small, low complexity through large, high complexity projects) following PMI, CDT, and CDPH standards and industry best practices. Leverage project management practices and tools for SDLC methods (such as waterfall and agile) through the entire project management life cycle (initiating, planning, executing, monitoring and controlling, and closing). Manage risks using established risk management processes (risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control). Manage, monitor and control IT project budget, schedule and scope, ensuring development of quality solutions in support of business needs. Monitor project progress, remove development blockers and promote a culture of agility and learning. 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 project management focusing on the use of Project Management (PM) standards, techniques and tools, managing project risk through all project management phases, collecting and promoting lessons learned across projects and SDLC development and reporting methods. Provide excellent customer service to CDPH programs and stakeholders to effectively and efficiently deliver expected results.

### 25%
Authorize IT projects by following PAL (Statewide Information Management Manual (SIMM) section 19) for IT projects of any size and complexity. Manage development of up to four
stages of PAL such as: 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 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 expectations while keeping all parties aware of potential risks and impacts to the project and affected business program.

10% Manage IT contract acquisitions including development and approval of procurement documents through contract execution and closeout. After execution of the contract, serve as the main point of contact with the vendor. Ensure vendor management methods are established and managed. Establish processes to monitor consistency and continuity of the contract management process and conformity to applicable processes, policies, standards, rules, and regulations. Work closely with the program contract manager to manage IT contracts and invoice processing. Resolve contract issues, monitor vendor compliance with terms and conditions of contract and participate in negotiations.

10% Provide both verbal and written communication to the project team, internal and external stakeholders and control agencies to promote clear communication, common understanding and appropriate information sharing. Routinely and effectively collect, document and communicate project status with 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. Communicate frequently and efficiently with project teams, executive management and control agencies regarding project status. Increase project success and decrease project risk by establishing effective communication methods and techniques prior to the start of every project. Facilitate project management team meetings, steering committee meetings and other project related events.

10% Perform IT project reporting by collecting information and developing quality reports for project teams, executives, stakeholders and state oversight agencies. Develop and deliver presentations to various project and stakeholder groups. Develop standard project reports and presentations for different 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 status to various stakeholders.

Marginal Functions (including percentage of time)

5% Perform other duties as assigned.

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.

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.)
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**HRD Use Only:**
Approved By: CW  
Date: 6/23/22