

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Information Technology Specialist II	OFFICE/BRANCH/SECTION D20 IT/Enterprise Portfolio Mgmt Svcs/Project&Portfolio Mgmt	
WORKING TITLE Senior IT Project Manager	POSITION NUMBER 900-170-1414-xxx	REVISION DATE 03/01/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of the Information Technology Manager I, the incumbent will function as a lead analyst for complex, sensitive and/or major projects undertaken by the Project and Portfolio Management Section (PPMs). The Department of Transportation (Department) Information Technology (IT) Enterprise Portfolio Management Services is responsible for the management and oversight of all reportable and delegated projects with IT components in the Department. This responsibility requires the PPMS to define methodologies, policies, standards, processes, and direct activities for the Enterprise Portfolio which includes various processes such as Concept Papers, Project Approval LifeCycle (PAL), Project Management, Project Oversight and Business Analysis.

**MAJOR FUNCTIONS:**

The incumbent's responsibility will entail various levels of responsibilities including: 1) Serving as a Senior Project Manager or IT Project Lead for projects with IT components. This work entails a wide variety of complex and analytical tasks relative to project management including, but not limited to, Project Approval LifeCycle (PAL) documents, Project Plans, Business and Technical Requirements elicitation, requirements review, requirements management, Risk and Issue Management, Contract and Vendor Management, and all project related reporting. 2) Serving as a subject-matter-expert regarding IT Project Management policies, procedures, and processes. In this capacity, the incumbent will provide recommendations to IT management on the implementation of IT Project Management processes, procedures, and standards.

**DOMAIN(s):**

IT Project Management

**CORE COMPETENCIES:**

As an Information Technology Specialist II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

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- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	Serve as a Sr. Project Manager for reportable or delegated IT Projects. The Sr. Project Manager ensures the project is in scope, on schedule, and within approved budget. Other responsibilities entail the implementation of project management and IT policies, standards, and process to manage the project to a successful implementation. The Sr. Project Manager is responsible for developing project plans, conducting meetings, providing executive and senior management briefings, managing the project budget and schedule, managing the project's risk and issues, and working with functional managers to manage project resources. The Sr. Project Manager is responsible for providing guidance to the IT Project Lead and project staff through a matrix resource distribution in which no functional supervision is required. Communicate with Stakeholders utilizing various resources to identify project requirements and priorities. Provide Contract and Vendor management; including drafting procurement documents, managing contract costs, and verifying/approving contract deliverables. The incumbent may also serve as the IT Project Lead for other IT Projects that are reportable to the California Department of Technology or delegated to the Department. This entails working with the Project Manager to ensure that methodologies, processes and standards are being followed by the technical Subject Matter Experts, the technical solution is meeting the business requirements, and that State and industry product development life cycle best practices are being employed.
35% E	Participate in peer review of business analyst deliverables: requirements elicitation, alternatives analysis, market research, fit-gap analysis and provide guidance as needed. Assist the Software Quality Management (SQM) unit with the development of test plans, scripts, test cases, and acceptance testing.
10% E	Develop and implement processes, procedures, methodologies, templates, and toolsets relating to the functions of the project management office, based on industry standard best practices, departmental needs, and control agency requirements. Develop and verify new or revised user material (e.g., training manuals, user guides, online help, etc.). Maintain and update the processes, procedures, and supporting materials as required ADA.
5% M	Train, mentor, or lead other Project Management staff in the use of State and industry best practices including the Project Management Body of Knowledge (PMBOK), the California Project Management Framework (CA-PMF) toolset, the IT PMO toolsets, SharePoint, and scheduling tools.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The incumbent has no direct supervisory responsibilities. However, this position may require the incumbent to lead teams and provide direction to IT Specialist I Project Managers to achieve common goals and objectives.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent is required to have a broad knowledge of principles of the process for initiating, planning and executing IT projects, with a focus on project management and working with business analysts, IT subject matter experts and business program leads and sponsors to implement IT solutions. The incumbent must exercise a high degree of initiative, independence, and demonstrate tact and good judgment. The incumbent must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must have strong written and verbal skills to communicate issues and concerns. The incumbent must be able to adapt easily to changing priorities and maintain consistent attendance in the performance of these specific functions. The incumbent must possess a high degree of technical expertise to be operationally competent in a highly complex and sensitive function, developing and/or recommending processes, procedures, and methodologies for the approval of Department Management and will work closely with both internal and external staff at all

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levels.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Bad judgment and/or decisions may prevent the incumbent from effectively supporting the Department's IT projects. This may contribute to the cancellation of projects, schedule delays, cost overruns, technical issues, and products that do not fulfill all of a customer's requirements and expectations. Should this occur, the Department may lose credibility relative to its ability to track and manage its IT projects. This may lead to a further loss of funding for other current and future IT projects, along with an increase in schedule delays and project overhead costs due to increased Control Agency reporting, technical, financial, and project management requirements.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will be called upon to interface closely with program, technical and IT staff and management within the Department. In performing the responsibilities of this position, the incumbent may initiate contacts with other departments, have contact with Government and/or Control Agencies such as the Department of General Services or the Department of Technology Services; vendors of commercial tools that may be adopted by the Department; or outside consultants concerning successful project delivery.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical Requirements** - The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

**Mental Requirements** - Be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

**Emotional Requirements** - Be able to value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

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### WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial lighting using a personal computer or teleworking. Employee may be required to travel. If the incumbent has a Class C driver's license and utilizes their own personal vehicle, they may be reimbursed for travel expenses. When available, a State vehicle will be provided. Some weekend or after-hours work may be required.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE