

DUTY STATEMENT

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Employee Name: Vacant	Current Date: October 2022
Classification: IT Manager II	Position #: 673-3860-1406-003
Division/Office: OIS	CBID: M01
Section: Portfolio & Project Management Office	
Supervisor Name: Rachel White	Supervisor Classification: CEA (CIO)

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

- 1 – Information Technology Manager I
- 1 – Information Technology Supervisor II
- 1 – Information Technology Specialist II

Total number of positions in Section/Branch/Office for which this position is responsible:

7

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION: The California Air Resources Board (CARB) is a dynamic and innovative leader in setting and implementing controls to protect and improve air quality for the citizens of California. The Board's scientific and technical programs rely extensively on web-based information systems. The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies available to achieve CARB's program goals. This mission includes ensuring that such technologies are professionally managed, properly maintained and secured, and efficiently utilized.

The OIS Portfolio & Project Management Office Branch (PPMO) is responsible for leading the most complex CARB IT projects and contracts. CARB's IT PMO branch manages an average of more than \$100 million in IT projects each year and promotes the use of standardized project management methodologies, business analysis methodologies, and best practices throughout the organization. The PMO branch is also responsible for best practices in organizational change management and lean processes.

CONCEPT OF POSITION: Under the administrative direction of the Chief Information Officer (CIO), the Information Technology Manager II (ITM II) serves as the Division's PMO Branch Chief, and manages the ongoing daily operations of the PMO branch (which includes the PMO's Project Management section, Business Analysis section and Contract Management unit). The incumbent exercises full management and Branch oversight responsibility for subordinate managers, supervisors, staff and workload associated with the operation of these sections.

The incumbent will plan, organize, lead, and direct the activities of a multi-disciplinary staff responsible for providing a variety of services that are vital to the successful implementation and ongoing support of CARB projects and initiatives. Services include, but are not limited to, project and portfolio management, including managing the Project Approval Lifecycle (PAL) process, cost management, organizational change management, resource management, risk and issue management, project

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communications and reporting, vendor management, CDT and Agency project oversight, managing lessons learned, Independent Verification and Validation (IV&V), contract management, Budget Change Proposal (BCP) development, procurement of goods and services, budget development and management, and other responsibilities, as assigned.

The ITM II conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customers' expectations. Further, the ITM II must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining professional relationships with internal/external customers, including management, executives, CARB end users, peers, vendors, other government entities, etc.

The ITM II must maintain confidentiality while handling and processing any confidential personnel/business data.

INFORMATION TECHNOLOGY DOMAINS:

Business Technology Management

Information Security Engineering

IT Project Management

Software Engineering

Client Services

System Engineering

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
	Information Technology Portfolio Management:

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<p>30% - E</p>	<ul style="list-style-type: none">• Serves as the PMO Chief for the branch, and has direct authority and responsibility for activities related to the PMO, the management of the overall CARB IT project portfolio and assigned project managers, including projects that are internal to OIS.• Works with the CARB CIO, CARB executives, Agency PMO, and California Department of Technology on the initiation, management, completion, and implementation of complex IT projects and technology solutions that provide critical capabilities, capacity, and business solutions that support and affect CARB programs.• Works with the CARB CIO, Agency PMO, and California Department of Technology on the development and implementation of IT project management methodologies.• Works with control agencies to ensure that procedures are followed in implementing and supporting IT projects and that the interests of CARB are recognized in the actions of these agencies.• Advises CARB and department executives, administration representatives, the CARB CIO, as well Agency, Department of Finance and Legislative staff on technical projects and related issues.• Provide the organization with a focused solution and information on complex IT projects and activities.• Provide the highest level of consultation to customers about how to initiate projects, how to obtain services, current policies, procedures and standards, the status of departmental IT projects.• Monitors the use of approved processes, procedures, and tools, to ensure consistency in application of control agency standards and oversees projects managed by staff and contractors to ensure appropriate practices are followed and reports on their use to executives. <p>Identifies and implements measures to improve their usage or address non-compliance issues. Identifies opportunities for improvement in practices and policies through research and evaluation of emerging IT technologies and practices.</p> <ul style="list-style-type: none">• Oversee, track, and monitor the progress of CARB projects and initiatives to ensure risk and issues are resolved in a timely manner.• Plans, organizes, directs and provides managerial review of the work performed in the PMO.• Provide oversight and management over all phases of IT project management and system development life cycles (SDLC) within the department. Ensures that program designated developers adhere to PM and SDLC requirements set forth by the PMO and SDSB.• Manages the IT project management lifecycle and process; ensures formal project initiation and approval process are in place;• Leads the effort on metric collection and Project Portfolio analysis, risk analysis, and lessons learned collection and improvements.
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	<ul style="list-style-type: none">• Directs workshops, meetings, and training sessions to obtain stakeholder buy-in on Department IT project processes and procedures, and trains Department PMs and BAs on their use.• Ensures CARB complies with CDT's policies and requirements through enforcing standard project management processes and best practices throughout CARB.• Direct compliance with the State project approval lifecycle (PAL) process.• Support the development of special project reports and budget change proposals.• Develops reports to control agencies; develop, administer, and monitor contracts for outside consulting or system development services.• Provide organizational change management as needed, for successful implementation.• Serve as the Project Director for the most complex efforts (including, but not limited to, SB210 HD I/M).
20% - E	<p>Managerial Duties:</p> <ul style="list-style-type: none">• Management functions include budget and contract management, resource management, operations management, and personnel management.• Provide leadership, supervision, mentoring, and guidance for overall support of the PMO.• Sets operational priorities, balances workloads, and ensures excellent customer service through the efficient and effective delivery of IT projects.• Develop and implement plans for meeting goals and objectives in accordance with the department and agency's mission, vision, and strategic plan as well as the Statewide Technology Strategic Plan.• Establish and communicate performance standards and expectations, complete probationary reports, complete annual performance appraisals, complete training plans, monitor job performance, and develop/update duty statements.• Make informed and defensible administrative and personnel management decisions.• Ensure that staff receive necessary training to develop their skills, build their knowledge, and inform them of appropriate employee practices and behaviors.• Encourage team building, facilitate cross training and promote continuous improvement of processes.• Implement motivation techniques, promote training, and create a positive climate for change.• Develop and manage applicable succession plans.• Evaluate managers and supervisors on completion of their responsibilities; provide support, mentorship, and training as needed.

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	<ul style="list-style-type: none"> • Has broad authority to formulate, recommend, approve, and implement CARB-wide IT policies and practices related to project management and governance. • Responsible for the development, adoption, implementation, and administration of the CARB-wide IT project management life-cycle process, a formal project initiation and approval process, project management procedures, project management best practices, standard CARB-wide project management tools, and performance measures for project managers. • Responsible for the formation of IT project governance, policies and strategies. <p>Responsible for management policies, procedures, and tools as appropriate.</p>
<p>20% - E</p>	<p>Information Technology Project Management:</p> <ul style="list-style-type: none"> • Serves as Project Director for assigned Information Technology projects and the most complex initiatives (including HD I/M (SB210) heavy duty truck inspection program). • Provides oversight and reporting for reportable IT project efforts. • Defines standard project metrics for projects and implements processes and tools for the collection, compilation, reporting, and analysis of the metrics. • Maintain a centralized repository of CARB departments' IT projects and project files. • Assists CARB departments in complying with Control Agency mandates (technical, financial, and reporting); reduces the risk of costly errors and time-consuming delays on IT projects; and ensures that the departments' IT projects are consistently managed in accordance with State and industry standard practices. • Assists CARB departments in submitting Project Approval Documents, Feasibility Study Reports, Special Project Reports, and status reports for projects. • Evaluates the effectiveness of projects through the development and monitoring of performance measurements. • Pro-actively identifies and manages project risk through avoidance, mitigation, and development of contingency plans. • Reviews/approves defined project deliverables. • Works with the technical team to integrate and implement the project's technical solution and ensures that the technical solution, hardware, and associated software are delivered, integrated, and compatible with enterprise architecture. • Provides reports to executive sponsors, management, and project steering committees. • Assists executive sponsors and management in the preparation of recommendations, presentations, and decision-making analysis. • Responsible for the internal program management of the Project Management Office (PMO).

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	<ul style="list-style-type: none"> • Plans, organizes, directs, and administers the workload and resources of PMO. • Evaluates the effectiveness of management, staff and contractor efforts, and develops measures for determining and monitoring performance. • Oversees development of recommendations and implementation of improvements to operations and service delivery. • Manages the development and implementation of the PMO's operational processes, procedures and standards. • Develops long- and short-term staffing plans that meet workload needs within budgeted resources. • Develops plans to broaden and strengthen project management operations. • Responsible for the integrity, performance, and reliability of PMO. • Provides leadership, coaching, guidance, and support to project manager staff/contractors, business analyst staff/contractors, PMO supervisor and PMO manager. • Responsible for establishing feedback and input processes to monitor satisfaction with respect to the services provided by the PMO. • Assists the CARB Chief Information Officer in the formulation of IT strategic plans, standards, annual plans, and IT programs. • Analyzes and makes recommendations related to enterprise-wide non-IT policies and procedures as they relate to the PMO. • Remediate issues and risks around Agile development or waterfall implementations.
<p>20% - E</p>	<p>Information Technology Contract Management:</p> <ul style="list-style-type: none"> • Provide oversight, management and authority over the PMO contract management unit and ensure they have the tools and abilities to monitor burn down rate, and ensure timely submission and scheduling of contracts, and provide enterprise IT contract management for IT contracts. • Ensure that contracted staff are effective in the delivery of project services and assist in the approval of contract deliverables and services. • Create and review proposed IT contract Statement of Work documents as needed. • Coordinate with OIS IT Acquisitions and contracts team members to ensure timely submission and scheduling of contracts, and replacement of contract resources. • Provide executive level reports on contract management. • Ensures contract management best practices, processes and procedures are consistently applied to all aspects of the contract management lifecycle, from procurement to close. • Sets metrics for CARB's IT contract management program and reports on the metrics and any compliance issues.

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	<ul style="list-style-type: none"> • Provide training and mentorship to address compliance issues.
<p>10% - M</p>	<p>Other:</p> <ul style="list-style-type: none"> • Provide management backup support for other areas within OIS as needed. • Other related duties as assigned. • Special projects and other duties as required.
	<p>SPECIAL REQUIREMENTS Occasional after-hour work and travel to various offices and locations throughout the State of California may be required. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>KNOWLEDGE, SKILLS and ABILITIES: Extensive experience and knowledge of best-practice project management methods, standards, and practices. Experience and knowledge of the State's CA-PMM and PMBOK project management methodologies and IT Reportable project reporting requirements. Knowledge and experience in information technology governance processes and procedures; procurement; contract negotiations; vendor management; and customer relationships management. Knowledge of State IT policies and direction. Strong communication, leadership, interpersonal, and problem-solving skills. Incumbent must have ability to:</p> <ul style="list-style-type: none"> ○ Analyze and Formulate policies, procedures, and practices; ○ Interface with business, technical, and policy-administrators personnel and management; ○ Manage large and complex IT projects and project portfolios; ○ Plan, organize, and to provide oversight and leadership to the work of multi-disciplinary professional staff.