



- Current
- Proposed

## DUTY STATEMENT

1. POSITION INFORMATION							
Civil Service Classification Information Technology Manager I, Specialist	Working Title All-Hazards Dashboard Product Owner						
Employee Name	Position Number 799-300-1405-001						
Project/Division Name Office of Resilience and Response	Supervisor's Name						
Unit Response Unit	Supervisor's Classification Staff Services Manager III						
Physical Work Location Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction						
Revision Date							
2. REQUIREMENTS OF POSITION							
<p><b>Check all that apply:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%;"><input type="checkbox"/> Requires Fingerprinting &amp; Background Check</td> </tr> <tr> <td><input type="checkbox"/> May be Required to Work in Multiple Locations</td> <td><input type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p>		<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Requires Fingerprinting & Background Check	<input type="checkbox"/> May be Required to Work in Multiple Locations	<input type="checkbox"/> Other ( <i>specify below in Description</i> )		
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<input type="checkbox"/> May be Required to Work in Multiple Locations	<input type="checkbox"/> Other ( <i>specify below in Description</i> )						
3. DUTIES AND RESPONSIBILITIES OF POSITION							
<p>IT Domains used:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Business Technology Management</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Information Technology Project Manager</td> </tr> <tr> <td><input type="checkbox"/> Client Services</td> <td><input checked="" type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input type="checkbox"/> Information Security Engineering</td> <td><input type="checkbox"/> System Engineering</td> </tr> </table> <p>Summary Statement (Briefly describe the position's organizational setting and major functions):            Under general direction the Office of Resilience and Response (ORR) Chief of Preparedness and Response, and in coordination with the Center for Data Insights and Innovation (CDII), the All-Hazards Dashboard Product Owner has significant customer-facing visibility and is responsible for recommending, formulating, or administering organizational information technology policies and programs and for planning, organizing and directing the work of State staff and contractors assigned to the All-Hazards Dashboard product development team.</p> <p>The All-Hazards Dashboard Product Owner leads a dynamic, blended team of State staff and contractors to develop and deliver a data visualization solution to present near-real time data gathered from across CalHHS departments as well as data provided by other State agencies where appropriate. The All-Hazards Dashboard provides a single place to view a comprehensive, geospatial view of current emergency events (e.g. Wildfire, PSPS, and Earthquakes) and their impact on California's population, at-risk program clients, and CalHHS-licensed facilities.</p> <p>The All-Hazards Dashboard is produced by the CDII in collaboration with the ORR, with CDII responsible for product development and ORR serving as the executive sponsor, identifying the need and providing strategic guidance. The All-Hazards Dashboard Product Owner will follow CDII</p>		<input type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Manager	<input type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering	<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering
<input type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Manager						
<input type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering						
<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering						

policies and standards for product development under the general direction of the CDII Chief of Data and Engineering. The All-Hazards Dashboard Product Owner will plan product features and use cases under the general direction of the ORR Chief of Preparedness and Response. During activations of emergency states, the All-Hazards Product Owner will work closely with the ORR Response Division to assist with response activities related to the All-Hazards Dashboard.

Percentage of Duties	Essential Functions
45%	<p><b>Product Ownership</b></p> <ul style="list-style-type: none"> <li>● Act as the voice of the customer to guide all stages of development and support of the All-Hazards Dashboard.</li> <li>● Understand business and end-user needs; identify and prioritize features to be delivered to meet those needs.</li> <li>● Develop and maintain a living product roadmap; ensure the development team and key stakeholders have a clear understanding of priorities and next steps.</li> <li>● Set expectations with business stakeholders for delivery of new capabilities, features, and functionalities.</li> <li>● Analyze feedback from sprint reviews, sprint retrospectives, end user feedback, operational metrics, and other data sources, to identify and refine product needs.</li> <li>● Collaborate across key State departments to support appropriate data sharing, alignment in dashboard metrics, and collaboration or coordination in related emergency management efforts.</li> <li>● Identify needs and coordinate dashboard communications within and across CDII and ORR, including fact sheets, release notices, and release notes.</li> <li>● Follow or establish standard processes for access management, providing access as appropriate and ensuring any restrictions to access are documented and observed.</li> <li>● Follow or establish standard practices for dashboard releases, including versioning, release cycles, and communications.</li> <li>● Identify and collect metrics for All-Hazards Dashboard use and success.</li> <li>● Lead and oversee the product development process in a scrum team model.</li> <li>● Work with business and technical stakeholders to develop, document, and refine user stories using CDII’s agile project management tools, e.g. Atlassian Jira.</li> <li>● Work with the development team to create acceptance criteria and definitions of failures and done.</li> <li>● Participate in agile ceremonies such as stand-ups, backlog grooming, sprint planning, sprint reviews, and team retrospectives.</li> <li>● Prioritize and maintain the product backlog.</li> <li>● Plan for upcoming sprints, establishing key priorities at least 3 sprints in advance.</li> <li>● Participate in sprint planning to determine and finalize team objectives for the upcoming sprint.</li> <li>● Lead the sprint review meeting to present sprint outputs to key stakeholders.</li> <li>● Oversee and guide research, discovery, and analytical efforts for each workstream.</li> <li>● Oversee data engineering and technical development to ensure all aspects of the technical infrastructure and data management processes meet CDII standards and requirements.</li> <li>● Ensure that the All-Hazards Dashboard meets State data management and technology standards and requirements.</li> <li>● Ensure the All-Hazard Dashboard meets administrative reporting requirements before, during and after emergencies.</li> <li>● Assist the team on the development of feature tests, test cases, and regression tests.</li> </ul>

25%	<ul style="list-style-type: none"> <li>• Serve as the subject matter expert for all aspects of the All-Hazards Dashboard including during times of emergency.</li> </ul> <p><b>IT Contract Management</b></p> <ul style="list-style-type: none"> <li>• Lead or contribute to the development of IT contracts to engage outside support for ongoing and development efforts in support of CDII product and service development.</li> <li>• Contribute to contract evaluations and decision making.</li> <li>• Ensure contractors have the means to contribute to product development.</li> <li>• Review and sign-off Work Order Authorizations (WOA) to ensure ongoing visibility and accountability of contractor deliverables.</li> </ul>
20%	<p><b>IT Project Management</b></p> <ul style="list-style-type: none"> <li>• Guide the development and elaboration of plans and artifacts to obtain internal and external project approval.</li> <li>• Assist with metric collection and Project Portfolio analysis, project risk analysis, and project lessons learned collection and improvements.</li> <li>• Direct and/or manage the development and implementation of IT systems security plans and procedures.</li> <li>• Work with control agencies to comply with state administrative requirements</li> </ul>
Percentage of Duties	Marginal Functions
10%	Perform other duties as assigned.

**4. WORK ENVIRONMENT** (Choose all that apply from the drop-down menus)

Standing:	Sitting:
Walking:	Temperature:
Lighting:	Pushing/Pulling:
Lifting:	Bending/Stooping:
Other:	
Type of Environment: a. Select b. Select	
Interaction with Public: a. Select b. Select c. Select.	

**5. SUPERVISION**

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)

**6. SIGNATURES**

**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

**Supervisor's Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)		
Supervisor's Signature		Date
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
<p><b>Reasonable Accommodation Unit use ONLY</b> (<i>completed after appointment, if needed</i>)</p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made:</p>		

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
  - PROVIDE A COPY TO THE EMPLOYEE
  - FILE A COPY IN THE SUPERVISOR'S DROP FILE