



DUTY STATEMENT	
Classification: Information Technology Manager II - Project Portfolio Manager	Position Number: 835-180-XXX-XX
Division/Office/Section: IT Services Office / Project Management	
Location: Sacramento	Effective Date: 10/2022
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): M-01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and 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 department policies and procedures regarding attendance, leave, and conduct. Under administrative direction, incumbents serve in an executive management role in setting or influencing organizational information technology policy; formulating long-range information technology programs and objectives; and reviewing the implementation and conformance of information technology programs with organizational policies and objectives. Incumbents have responsibility for planning, organizing, and directing the work of multiple information technology programs or units, typically through subordinate supervisors and/or managers.

POSITION DESCRIPTION

Under the general direction of the Chief Information Officer (CIO), the ITM II acts as a **Project Portfolio Manager** over the oversees, administers, and performs the most critical, sensitive, and complex tasks related to statewide delegated and non-delegated Information Technology (IT) projects and management of the portfolio. Will initially focus on supporting and overseeing the activities associated with planning, designing, contract management, governance, testing, training, strategic vision, and implementing a large project such as the anticipated **SB 54** (California Climate Commitment by ensuring manufacturers reuse waste in products) project management and technical solution. The project portfolio manager establishes the rules, and procedures for making portfolio decisions. The portfolio manager analyzes projects and portfolios proposed by business units and recommends the overall project portfolio including IT Governance
 This position provides oversight of work in all domains including oversight Business Technology Management, Client Services, and IT Project Management domains.

ESSENTIAL FUNCTIONS

- 35% Information Technology (IT) Project Management** – Lead the Project Manager on **SB 54** (California Climate Commitment by ensuring manufacturers reuse waste in products, the bill requires that all single-use packaging and food ware, including non-plastic items, be recyclable or compostable by 2032 and mandates a 65% recycling rate for plastics by that same year.) including PAL process and up to implementation services using the project management life cycle. Oversight of the Organization Change Management (OCM) or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system. Prepare project plans and assist with the development and maintenance of IT policies, procedures, and standards to ensure compliance with state regulations and industry best practices as it relates to enterprise services and technologies. Identify risks and prepare risk mitigation strategies, prepare alternatives, and provide recommendations to senior management. Identify gaps and issues and provide recommendations to ensure effective IT planning and implementation. Provide administrative direction concerning assignments and coordination of branch-wide projects.
- 35% Strategic Planning** - The **Project Portfolio Manager** will Work closely with the Chief Information Officer (CIO) to plan and set priorities for the branch that will support the work and increase the effectiveness and efficiency of CalRecycle programs and staff, as well as projects and activities to increase the effectiveness of the IT Services. Manage workload of a number of Project Managers and analysts to proactively identify and resolve issues that would present a risk to on-time, on budget implementation of the program/project. Drive and improve operational excellence in the end-to-end product development process by managing to key performance indicators and operating metrics. This includes setting goals and a vision for how project management will be used in the department, ensuring resources meet the company's short and long-term needs, outlining the goals for research and development, and creating timelines for the development and

deployment of all IT services. The management of information technology resources according to an organization's priorities and needs including activities such as information technology policy and program development, information technology portfolio management, information technology procurement, service performance management, process reengineering, business analysis, research and development, strategic planning, digital service user experience engagement, content design, and product and delivery strategy. Facilitate IT strategic planning sessions with the team to plan, develop, and implement goals. Make recommendations regarding the appropriate IT alternatives and solutions to business problems and opportunities including setting or influencing organizational information technology policy; formulating long-range information technology programs and objectives; and reviewing implementation and conformance of information technology programs with organizational policies and objectives. Advises the teams on projects required for IT to achieve successful approaches to optimize business processes and their correlation to IT components. Advises on the consistency of IT initiatives and soundness across a wide range of related business capabilities. Performs continuous improvements to IT roadmaps to determine the objectives and measures upon which the business strategies and IT developments will be evaluated. Advises on investment security and proper resources to allow for informed IT initiative prioritization based on the value of specifically targeted business outcomes. Work with the team on the Plan of Action and Milestones (POAM) to address information security program deficiencies, compliance self-reporting, and in response to risk assessment and audit findings, incidents, and oversight reviews. Provide input to the Technology Recovery Plan (TRP) documents and Continuity Plan including disaster management, business resumption, technology recovery priority planning using State Administrative Manual (SAM) Section 5325.1, 5325, 5330.2.

15% Management and Administration. Under administrative direction, incumbents serve in an executive management role in setting or influencing organizational information technology policy; formulating long-range information technology programs and objectives; and reviewing implementation and conformance of information technology programs with organizational policies and objectives. Incumbents have responsibility for planning, organizing, and directing the work of multiple information technology programs or units, typically through subordinate supervisors and/or managers.

Provides direction and oversight for the development, implementation, and maintenance of the IT Service Branch's operational and tactical plans. Provides direction and oversight for subordinate supervisors and senior technical staff on IT projects and activities. Develop, review, and implement best practices, standards, policies, and procedures regarding the overall management of the department's IT environment and activities including audit findings and remediations. Develop and monitor program goals, objectives, budget, and report to the CIO on the progress of IT projects under development and in production.

Provide oversight of IT procurement activities including but not limited to planning, solicitation, as well as contract execution, oversight, renewals, validation of spending authority, and budget capacity. Approves analysis and recommendations for new IT procurement requests by reviewing statement of work, contract agreements, etc. Ensures adherence to State statutory, regulatory, budgetary, and control agency requirements for purchase of IT goods and services. Assist with the internal IT budget planning and annual IT Cost Report. Management leader of the IT Services team, manage and oversee administrative functions of the branch, including preparation of bill analyses and budget change proposals (BCP), control agency reports, audits, hiring, personnel development, and mentoring, personnel actions, etc.

5% Other Duties. Complete other required duties with the scope of this position.

MARGINAL FUNCTIONS

5% Continuing Education. Maintain a high level of knowledge of the IT industry and technology directions.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code. Disclosure category 8
 - Duties performed may require annual physical.
 - Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
 - Requires the utilization of a self-contained breathing apparatus. *
 - Operates heavy motorized vehicles. *
 - Requires repetitive movement of heavy objects. *
 - Performs other duties requiring high physical demand. * (Explain below)
- *May require a pre-employment medical examination.
-

ESSENTIAL FUNCTIONS OF POSITION:

- VISION** – You must have enough vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
 - HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
 - SPEECH** – You must have enough ability to speak to perform following duties: Communicate with customers, peers, and management.
 - CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
 - RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
 - ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
 - MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper, etc.
 - BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
 - SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
 - LIFTING** – You must be able to lift up to xx pounds to perform the following duties:
 - CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on problem solving and troubleshooting; technical writing; listening to customers, peers, and management; online learning, etc.
 - EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
 - Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
-

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date