DUTY STATEMENT

Employee Name: [Redacted]
Position Number: 580-154-1404-XXX

Classification: Information Technology Supervisor II
Tenure/Time Base: Permanent/Full Time

Working Title: Senior Project Manager Supervisor/Scrum Master
Work Location: 1616 Capitol Ave., Sacramento, CA 95814

Collective Bargaining Unit: S01
Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: Information Technology Services Division
Branch/Section/Unit: Enterprise Portfolio Management Office Branch

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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 leverages data and technology to advance goals and inform action and accountability.

Under the general direction of the Information Technology Manager I (ITM I), Enterprise Portfolio Management Office Branch (ePMO), the Information Technology Supervisory II (IT Sup II) ensures information technology (IT) projects are properly planned, managed, executed, and controlled to
provide the highest probability for project success either directly or through subordinate resources. The IT Sup II acts as a Senior Project Manager Supervisor (Sr.PM Supervisor) and is responsible for leading and/or supervising all aspects of successful IT project delivery, including risk and issue management, managing scrum teams, removing business and technical blockers to project success, and representing CDPH in various internal and external meetings. In addition to directing the activities of project teams, the Sr. PM Supervisor may also manage contract staff. The IT Sup II ensures that IT project expenditures are driven by, and responsive to, the compelling business needs of CDPH programs in achieving the mission of the Department.

The IT Sup II performs duties within the Information Technology Project Management, Business Technology Management and Software Engineering domains.

### Special Requirements

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [x] Travel: Up to 5% in-state travel.
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

### Essential Functions (including percentage of time)

#### 30%

Leads and/or supervises the performance of all aspects of the California Project Approval Lifecycle (PAL) (Statewide Information Management Manual (SIMM) section 19) for medium to high complex IT projects. Assists in enterprise-wide IT project planning and oversight activities including working closely with the ITM I on IT Portfolio Planning, contract and vendor management, risk management, Project Approval Lifecycle (PAL) development, legislative bill analysis, budget change proposal (BCP) review and alignment with fiscal documents, formal IT project oversight, and control agency collaborating and reporting. Ensures CDPH and the California Department of Technology (CDT) standards and best practices are followed.

Assists the PMO Manager with oversight and project management direction for CDPH IT projects with high visibility and high impact on the health and well-being of the people in California. Assists with categorization and prioritization of projects ranging from very small, low complexity efforts to large, highly complex IT projects. Collaborates with the ePMO management to promote continuous improvement of service delivery, standardization of policies and procedures to increase CDPH project management maturity. Assists eMPO management team in determining and executing an enterprise-wide project management approach, methodology, strategy, and decision-making process. Works with project team(s) to assess, analyze, and provide Sponsors with alternative solutions for IT projects based on business needs.

#### 25%

Leads and/or supervises the performance of all aspects of the California Project Management Framework (CA-PMF) (SIMM section 17) for medium to highly complex projects. Acts as a Scrum Master and “Servant Leader” encouraging self-directed teams. Manages and oversees all aspects of one or more IT projects, applying industry standards, principles, guidelines,
methods, techniques, by using planning, monitoring, processes, and controlling principles tools to deliver an IT product, program solution, service or system. Provides change management for projects. Monitors project progress to ensure adherence to budget, schedule, and scope; removes development blockers, and promotes a culture of agility and learning. Provides guidance to teams on agile methodology which promotes the rapid and reliable development of applications. Reviews and updates best practices as required.

20% Independently manages and/or supervises IT contract acquisitions that includes the development and approval of procurement documents through contract execution and closeout. Monitors vendor adherence to the contract and schedule; ensures consistency and continuity of the contract management process and conformity to applicable processes, state policies, standards, rules, and regulations. Works closely with the Program Contract Manager to manage invoice processing. Resolves contract issues, monitors vendor compliance with terms and conditions of contract, and participates in negotiations.

10% Provides both verbal and written communication to promote core competencies within all positions of the workplace to internal and external partners. Communicates effectively with employees at every level in the organization to enhance department operations, performance and productivity. Communicates frequently and effectively with Deputy Directors and Executive Staff regarding department-wide IT oversight strategies and policies. Communicates project status with Control Agencies.

10% Performs IT project reporting and develops quality reports for state oversight agencies that includes project status reports, special project reports, and ad hoc analysis reports as required. Develops and delivers presentations on project status and plans to Executive Management and Control Agencies.

Marginal Functions (including percentage of time)

5% Performs other job-related 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 9/9/22