DUTY STATEMENT

Employee Name:

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Position Number:</th>
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<tbody>
<tr>
<td>Information Technology Specialist II</td>
<td>580-154-1414-XXX</td>
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<table>
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<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Senior Project Manager</td>
<td>1616 Capitol Ave., Sacramento, CA 95814</td>
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<tr>
<th>Collective Bargaining Unit:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>R01</td>
<td>Permanent/Full Time</td>
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<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tr>
<td>Information Technology Services Division</td>
<td>Enterprise Portfolio Management Office/Project Management Office</td>
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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.

**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 (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under general direction of the Information Technology Manager I (ITM I), Project Management Office, within the Enterprise Portfolio Management Office (ePMO), the Information Technology Specialist II (ITS II) performs all aspects of project management for information technology (IT) projects of any size or complexity following Project Management Institute (PMI), California Department of Technology (CDT) standards, CDPH standards and industry best practices. The ITS II leverages project management practices and tools for various System Development Lifecycle (SDLC) methods (such as waterfall and agile) through the entire project management life cycle. Some activities include: developing and sharing tools, techniques and best practices when managing projects; authorizing IT projects by performing all aspects of the California Project Approval Lifecycle (PAL); managing IT contract acquisitions and resulting contract; ensuring vendor management methods are established and followed; and training project management teams on various aspects of project management.

The ITS II provides both verbal and written communication to promote clear communication,
common understanding and appropriate information sharing. The ITS II collects information and develops quality reports for project teams, executives, stakeholders and state oversight agencies. The ITS II has extensive contact with colleagues at all levels within CDPH. In addition, the ITS II may have contact with Control Agencies, other departments, other states and the Federal Government. The ITS II must exercise sound judgment, effectively manage highly complex projects and produce timely, high-quality IT products in order to align with the ePMO mission to deliver successful technology solutions that advance the missions of CDPH public health programs.

The ITS II will perform duties within the IT Project Management and Business Technology Management domains.

**Special Requirements**

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% in-state travel, to include, traveling a minimum of two times a month to Richmond, California.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

**Essential Functions (including percentage of time)**

**40%** Performs all aspects of project management for IT projects of any size or complexity (small, low complexity through large, high complexity projects) following PMI, CDT and CDPH standards and industry best practices. Leverages project management practices and tools for SDLC methods (such as waterfall and agile) through the entire project management life cycle (initiating, planning, executing, monitoring and controlling, and closing). Manages risks using established risk management processes (risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control). Manages, monitors and controls IT project budget, schedules and scopes ensuring development of quality solutions in support of business needs. Monitors project progress, removes development blockers and promotes a culture of agility and learning. Provide guidance to teams on agile methodology which promotes the rapid and reliable development of applications. Provides training for CDPH project managers and programs on project management focusing on the use of project management standards techniques and tools, managing project risk through all project management phases, collecting and promoting lessons learned across projects and SDLC development and reporting methods. Provides excellent customer service to CDPH programs and stakeholders to effectively and efficiently deliver expected results.

**25%** Authorizes IT projects by following PAL (Statewide Information Management Manual (SIMM) section 19) for IT projects of any size and complexity. Manages development of up to four stages of PAL such as: Business Analysis, Alternatives Analysis, Solution Development, and Project Readiness and Approval. Collaborates with various business and technical teams along with Control Agency colleagues. Ensures CDPH and CDT standards and best practices are followed. Accesses, analyzes and recommends IT solutions based on program business needs and departmental IT enterprise strategies. Coordinates parallel reviews and approvals.
of documents with multiple versions, internal and external reviews, and tight time frames. Manages expectations while keeping all parties aware of potential risks and impacts to the project and affected business program.

10% Manages IT contract acquisitions including development and approval of procurement documents through contract execution and closeout. After execution of the contract, serves as the main point of contact with the vendor. Ensures vendor management methods are established and managed. Establishes processes to monitor consistency and continuity of the contract management process and conformity to applicable processes, policies, standards, rules, and regulations. Works closely with the program contract manager to manage IT contracts and 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 the project team, internal and external stakeholders and control agencies, to promote clear communication, common understanding and appropriate information sharing. Routinely and effectively collects, documents and communicates project status with project teams at every level in the organization to enhance project communication, performance, and productivity while providing essential metrics and tools to monitor the overall health of the project. Communicates frequently and efficiently with project teams, executive management and control agencies regarding project status. Increases project success and decreases project risk by establishing effective communication methods and techniques prior to the start of every project. Facilitates project management team meetings, steering committee meetings and other project related events.

10% Performs IT project reporting by collecting information and developing quality reports for project teams, executives, stakeholders and state oversight agencies. Develops and delivers presentations to various project and stakeholder groups. Develops standard project reports and presentations for different SDLC methods (such as waterfall and agile). Trains project managers on development of standard reports and presentations including the most effective way to communicate, address project risk, obtain decisions and set expectations while collecting and delivering project status to various stakeholders.

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.)

Supervisor’s Name: Date Employee’s Name: Date

Supervisor’s Signature Date Employee’s Signature Date

HRD Use Only: Approved By: CW Date

HRD 12/9/2022