**OFFICE OF THE STATE CONTROLLER**

**Proposed**

DUTY STATEMENT

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| --- | --- |
| **EMPLOYEE NAME** | **DIVISION**  Personnel and Payroll Services |
| **CLASSIFICATION TITLE**  Information Technology Manager I | **UNIT NAME - LOCATION**  California State Payroll System (CSPS) Project |
| **WORKING TITLE**  Project Management Office (PMO) Chief | **POSITION NUMBER**  051-221-1405-001 |
| **Information Technology Domain**  IT Project Management | **EFFECTIVE DATE** |

**SECTION A: GENERAL DESCRIPTION**

Under general direction provided by the CSPS Project Manager (CEA Level B) the Information Technology Manger I (ITM I) will manage the CSPS Project Management Office (PMO) utilizing methodologies from the California Project Management Framework (CA-PMF) and the Project Management Body of Knowledge (PMBOK) to ensure effective project management for the CSPS Project. The ITM I will guide the development and execution of the project management plans to assist the CSPS Project Manager in managing the project and ensure its success. The ITM I is responsible for managing all staff within the CSPS PMO work stream, including state and vendor resources. The ITM I will ensure all project documents are developed and submitted according to the requirements outlined in the State Information Management Manual (SIMM) Section 19 – Project Approval Lifecycle (PAL) and the CA-PMF.

**SECTION B: ESSENTIAL FUNCTIONS**

*Candidates must have the ability to perform the following essential functions with or without reasonable accommodations*.

|  |  |
| --- | --- |
| Percent of Time | Typical Task |
| 50% | Manage the CSPS Project Management Office (PMO), adhering to the California Project Management Framework (CA-PMF) and the industry standard as provided in the Project Management Body of Knowledge (PMBOK); Direct and manage project team staff to ensure project tasks are identified, assigned and completed as scheduled; Guide the development of project document templates and document management policies and procedures; Establish the risk and issue management policies and practices; Administer the CSPS Project Governance Plan; Provide PMO related reports and dashboards; Guide the development and elaboration of plans and artifacts to obtain internal and external project approval; Use industry standard methodologies to direct and manage the effort to perform process analysis to achieve project objectives (Business Analysis Body of Knowledge (BABOK)); Apply the principles, methods, techniques, and tools for developing, scheduling, coordinating and managing the CSPS Project and project resources, including integration, scope, time, cost, quality, human resources, communications and risk and issue management; Provide input into the preparation and justification for the project budget; Work with the Organizational Change Management (OCM) Manager to plan the transition to the desired future state. Use industry standard OCM methodologies and techniques to manage the workload required; Foster organizational change leadership and vision and strategic thinking; |
| 30% | Perform vendor management to ensure the delivery of IT goods and services in accordance with contract terms, conditions and requirements; Direct and manage project team members requirement management activities to ensure alignment with the requirements set forth in the CDT PAL (SIMM Section 19) and the CSPS Requirements Management Plan; Direct tasks and activities associated with performing market research to identify the most current and emerging trends in IT that will satisfy the project requirements; Oversee the change control process |
| 10% | Develop and adhere to the CSPS Quality Management Plan, establishing application development standards; Plan and estimate software product development activities; Manage the development of required technical specifications for software using standardized processes and stakeholder input, ensuring adherence to quality standards and procedures |
| 10% | Assists in the planning of the future organization with executive management. Identify resource needs and develop or provide input into the development of budget requests. Recruit, manage, and monitor the performance of the PMO work stream and their activities. Develop and maintain effective working relationships within the SCO, contractor management staff, project staff, business partners, department and agency staff, executives, and other project stakeholders. |

**SECTION C: NON-ESSENTIAL FUNCTIONS**

|  |  |
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| 0% | None |

**SECTION D: ADA REQUIREMENT**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

**SECTION E: KNOWLEDGE, SKILLS AND ABILITIES**

The IT Manager I must have the following Knowledge, Skills and Abilities:

Knowledge of:

Procurement processes to acquire and secure IT goods and services; Business or systems process analysis, design, testing, and implementation techniques; Research and IT best practice methods and processes to identify current and emerging trends in technology; Principles and processes for managing contact performance and deliverables; contract negotiations practices and techniques; Governmental functions and organization at the State level, including the legislative process; Various scripting languages and techniques; scripting languages, practices and tools; Information security controls and security authorizations; National Institute of Standards and Technology (NIST) publication 800 Series; Organizational dependencies and how they affect organizational continuity and business processes; The Project Management Lifecycle including the State of California project management standards, methodologies, tools and processes; Emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements; Customer support best practices and industry standards; Principles and practices of developing a work breakdown structure based upon a defined project scope; Organizational Change Management principles, techniques and methods; Software quality assurance and quality control principles, methods, tools and techniques; System engineering fundamental concepts, practices and procedures

Skills and Abilities:

Asses and monitor compliance with contract terms; assess current IT assets to forecast future technology acquisitions; assess training needs related to the application of technology; develop an organizational change management plan; develop vendor performance measurements and monitor performance outcomes; ability to keep informed on technology trends and industry best practices and recommend appropriate solutions; establish application development standards; analyzing potential business impact of multiple alternatives based upon expert knowledge; identify and prioritize information systems and components critical to supporting the organization’s mission and business processes.

**SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)**

The consequence of error will have statewide and enterprise wide impacts. Consequences of error include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities and budget implications.

**SECTION G: PERSONAL CONTACT**

The IT Manager I will consult with management, administrative and executive staff on the planning, development, implementation, and coordination of IT issues. The IT Manager I will have frequent contact with vendors to assess new technologies and contractors to provide oversight, negotiate contract modifications, and analyze compliance with contract specifications. During the CSPS Project the IT Manager I will have contacts that have diverse goals and objectives, requiring a common understanding of the problem and a satisfactory solution by convincing individuals, arriving at a compromise or developing suitable alternatives

**SECTION H: WORK ENVIORNMENT**

This position is 100% telework and will require the incumbent to work from home with state provided IT equipment

**SECTION I: PHYSICAL REQUIREMENTS**

Any lifting, moving, keying, etc. required for this position.

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| --- | --- | --- | --- | --- |
| Check the frequency of activity required of the employee to perform the job | | | | |
| Activity  (Hours per day) | Never  (0 Hours) | Occasionally  (up to 3 hours) | Frequently  (3 to 6 hours) | Constantly  (6 to 8 hours) |
| Sitting |  |  |  | x |
| Walking |  | x |  |  |
| Standing |  | x |  |  |
| Bending (neck/waist) | x |  |  |  |
| Squatting | x |  |  |  |
| Climbing | x |  |  |  |
| Kneeling | x |  |  |  |
| Crawling | x |  |  |  |
| Twisting (neck/waist) | x |  |  |  |
| Is repetitive use of hand(s) required? |  |  | x |  |
| Simple Grasping (R or L) | x |  |  |  |
| Power Grasping (R or L) | x |  |  |  |
| Fine Manipulation (R or L) | x |  |  |  |
| Pushing/Pulling (R or L) | x |  |  |  |
| Reaching (above/below shoulder level) | x |  |  |  |
| Lifting/Carrying | Describe the heaviest item required to be lifted or carried, the frequency and the distance:  N/A | | | |

**SECTION J: SIGNATURE**

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

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Employee’s Signature Date

I have discussed and provided a copy of this duty statement to the employee named above.

Supervisor’s Signature Date