

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Information Technology Specialist I	<b>DIVISION NAME</b> Information Technology Division, Project Management Office
<b>WORKING TITLE</b> Project Manager	<b>POSITION NUMBER</b> 333-350-1402-XXX
<b>EMPLOYEE NAME</b> VACANT	<b>EFFECTIVE DATE</b> June 7, 2023

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

Under direction from the Information Technology Manager I, the Information Technology Specialist (ITS) I serves as a project manager within the Project Management Office (PMO). The PMO is a customer focused service organization that provides project management services to customers/partners to complete various types of Information Technology (IT) projects to achieve the strategic objectives of FI\$Cal. Through efficient and effective application of project management processes, tools, and techniques, the PMO manages projects to deliver FI\$Cal system releases and new Information Technology (IT) products, services and systems.

The incumbent is responsible for planning, executing, monitoring and controlling all activities for the assigned projects within the PMO, which include implementation of new IT products, services and systems and new releases of the FI\$Cal system. The ITS I ensures that FI\$Cal's project management processes, tools and techniques, industry best practices and state processes including California Project Management Framework (CA-PMF) are consistently applied to all assigned projects.

In addition, the ITS I communicates with business partners on updated state policies and procedures, and ensures that the department's control agencies' reporting requirements are met. The ITS I articulates and implements processes, facilitates discussions or meetings, and provides status updates, coaching and mentoring to other project team members.

The duties for this position are focused in the Information Technology Project Management domain, however, work may be assigned in the other domains as needed.

**SUPERVISION RECEIVED**

Incumbent receives direct supervision from the Information Technology Manager within PMO.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties may include, but are not limited to, the following:

<b><u>% OF TIME</u></b>	<b><u>ESSENTIAL FUNCTIONS</u></b>
<b>45%</b>	<p><b>IT Project Management</b></p> <ul style="list-style-type: none"> <li>• Works with the project sponsor, PMO leadership and functional and technical managers of various FISCAL sections to plan scope, budget, schedule, and resource allocations for assigned projects.</li> <li>• Facilitates gathering and analysis of business requirements, system design, development, testing, integration, and implementation of products or services of the assigned projects.</li> <li>• Leads cross-functional matrix teams through all project phases and system development lifecycle phases to achieve the goals and objectives of assigned projects.</li> <li>• Works closely with all members of matrix teams consisting of internal IT staff, program staff, other departments, agencies, and consultants to execute, monitor and control project activities including corrective and/or preventive actions.</li> <li>• Proactively identifies project risks, develops risk response plans and coordinates their execution.</li> <li>• Schedules and leads project related meetings and discussions.</li> <li>• Responsible for securing required approvals on project documents.</li> <li>• Interprets and applies requirements, standards, and guidelines for IT Project management and reporting to ensure compliance with departmental and State of California IT policies and procedures.</li> <li>• Coordinates with the PMO and other FISCAL Divisions in preparing project reports required by internal and external stakeholders including the California Department of Technology (CDT) independent project oversight.</li> <li>• Maintains a high level of knowledge in IT project management concepts, methods, and best practices, including Project Management Body of Knowledge, State Information Management Manual (SIMM) and CA-PMF.</li> </ul>

<p><b>30%</b></p>	<p><b>Collaboration, Coordination and Business Outreach</b></p> <ul style="list-style-type: none"> <li>• Provides consultation and guidance to IT staff and program staff on project management procedures and best practices.</li> <li>• Advises, consults and collaborates with other project managers and teams in guiding projects through from concept through implementation.</li> <li>• Manages the business relationship with customers.</li> <li>• Identifies potential new customer initiatives by identifying the customer’s business problem or opportunity and collaborating with senior management to define high level scope, budget and schedule estimates.</li> <li>• Implements the elements of strategic initiatives and develops recommendations for improvement.</li> <li>• Works with matrix teams, managers, and program leads to recommend and implement IT projects that support the departmental performance objectives.</li> <li>• Delivers presentations both verbally and in writing to staff, customers, external stakeholders (including other agencies), and management of all levels within the department.</li> <li>• Coordinates and facilitates CRM meetings.</li> </ul>
<p><b>20%</b></p>	<p><b>Project Documentation</b></p> <ul style="list-style-type: none"> <li>• Prepares information for monthly Project Status Report (PSR), mitigation plans for project risks, action plans for project issues, and a variety of other documentation and reports, as needed.</li> <li>• Responsible for the development and maintenance of all project artifacts and documentation throughout the project lifecycle, including but not limited to, concept statements, charters, Work Breakdown Structures (WBS), project plans, resource plans, project schedules, communication plans, issue logs, change logs, risk assessments, risk management plans, contract management plans, and other documentation as required.</li> <li>• Prepares other reports as needed.</li> </ul>
<p><b><u>% OF TIME</u></b></p>	<p><b><u>MARGINAL FUNCTIONS</u></b></p>
<p><b>5%</b></p>	<ul style="list-style-type: none"> <li>• Performs other related duties as required to fulfill FI\$Cal’s mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

Please note that the time percentages mentioned in this duty statement are approximate and subject to change. These percentages are provided as a general guideline to help understand the expected allocation of time for different tasks and responsibilities.

However, actual time allocation may vary depending on the specific circumstances and priorities at any given time.

### **KNOWLEDGE AND ABILITIES**

All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

### **SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check is required.**

### **WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier,

telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

**SIGNATURES**

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee Signature

Date

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

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Hiring Manager Signature

Date

HR Analyst

**Date Revised: 06/16/2023**