

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager I	EDDNext Project Administrator
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	280-351-1405-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
EDDNext Project Administration Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
EDDNext Division	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology Branch (ITB)	2/22/2023
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under general direction from the Manager of the Technical & Architect Office, Information Technology Manager II, incumbent manages, and supervises staff in the EDDNext Project Administration Group, in activities to coordinate the final review of Project artifacts including project charter, CA Project Approval Lifecycle (PAL) required documentation, requirements and design for the EDDNext Division of the EDD; manages strategies, governance, policies, and project manager support for EDDNext. The IT Manager I will serve as a mid-level manager within EDDNext and will have responsibility for planning, managing, staffing, and overseeing project management knowledge areas. The IT Manager I facilitates organizational change management, project management and governance across projects. The incumbent must maintain confidentiality of information acquired while performing job duties, demonstrate ethical behavior and work cooperatively with others. Provides leadership to the EDDNext Project Administration Governance Group team to guide the delivery of programs and projects by providing strategic and operational support. Performs</p>	

<p>Project Management on key projects, leading critical requirement phases to improve project quality and professionalism. Collaborates with vendors and executive leadership to identify business process improvement opportunities.</p> <p>Manages and monitors EDDNext project related work to ensure it conforms with applicable internal EDD policies and procedures. In addition, ensures conformance with the state's IT control Agencies' policy requirements and IT policies such as: CDT's CA-PAL (California Project Approval Lifecycle), and CA-PMF (California Project Management Framework) policy requirements. And, manage timely submission of Department of Finance (DOF) Financial Analysis Worksheet (FAW), DOF Planning and Expenditure Report DF 576, Budget Change Proposal (BCP), BCP Expenditure Plan, and BCP Quarterly Expenditure Reports. Also, manages and reinforces adherence to Project Portfolio and Project Management best practices such as the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK).</p>	
Percentage of Duties	Essential Functions
30%	<p>Manages mission critical projects in the EDDNext Portfolio overseeing the monitoring and related Project Management reporting. Coordinates with ITB Divisions and business partners in the final review of Project artifacts including project charter, CA Project Approval Lifecycle (PAL) required documentation, project requirements and design documents; manages strategies, governance, policies, and project manager support for EDDNext. Serves as a mid-level manager within EDDNext and will have responsibility for planning, managing, staffing, and overseeing project portfolio management, and project management knowledge areas. Facilitates organizational change management, project management and governance across projects. The incumbent ensures the EDDNext Project Administration Group maintains confidentiality of information acquired while performing job duties, demonstrates ethical behavior, and works cooperatively with others.</p>
25%	<p>Responsible for monitoring and oversight of the planning, organization, execution, and post-close out activities for EDDNext related projects. Manages the development and administration of EDDNext project management policies, procedures, and standards. Additionally, performs Governance responsibilities including ensuring executive review and program input related to system architecture, customer experience and user experience (CX/UX) testing, data analysis, and Quality Assurance/Quality Control (QA/QC) and data management. In addition, ensuring monitoring, control and reporting of project execution performance. Develops and maintains the division's Project Management Methodologies consistent with existing Technology Governance Division project management standards, as applicable. Implements Professional Project and Portfolio Management (PPM) tools. Coordinates Program and Portfolio Management. Facilitates and improves Strategic Project Management. Optimizes Resource Allocation and maximizes Resource Utilization. Creates and maintains collaboration-conducive work environments. Provides information and training related to the Project Management discipline for Organizational Improvement</p>
25%	<p>Guides the development and elaboration of plans and artifacts to obtain internal and external project approval. Implements Professional Project and Portfolio Management (PPM) tools. Assists with metric definition and collection and project portfolio analysis, project risk analysis, and project lessons learned collection and improvements. Facilitating and improving Strategic Project Management. Provides leadership, direction, oversight, coaching, and mentoring to the subordinate supervisors and staff ensuring the EDDNext staff meets department and customers' needs through effective communication and nurturing a collaborative work environment. Optimizes resource allocation through the prioritization of work assignments to meet deadlines and commitments based upon department strategic business direction. Ensures work is performed within the framework of the department's mission, vision, values, and strategic direction and in alignment with the strategic direction of the State of California. Provides direction and support to subordinate supervisors and staff to establish processes,</p>

<p>10%</p> <p>5%</p>	<p>procedures, and partnerships that foster quality services to other Branches within the department. Establishes and maintains good communication with management, staff, and customers. Ensures appropriate resources are identified and procured to ensure projects and assignments are completed on time and within the appropriate budget. Recommends, develops, proposes, and plans high-level sensitive projects or studies. Identifies risks and issues and takes appropriate action. Works with teams by soliciting input to determine effective strategies for accomplishing Branch and department objectives and provides status information to the IT Executive Team and Division Chiefs Team. Provides project progress contents to the Communication Team or Oganziation Change Management Team for internal and external communication or article publishing.</p> <p>Develops staff and carries out Department and Branch workforce development and succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group’s workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. Demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business. Also, maintains an active staff development program to provide employees with the opportunity for growth (including succession planning) and to ensure trained staff are available for projects. As a member of the EDDNext Management team, partner within IT Branch, the business areas, and with other departments to ensure Division and Section goals and objectives are met. Contribute towards the growth of the IT Branch into a customer-focused, service organization by following Branch cultural principles.</p> <p>As a member of the EDDNext Management team, partners within the IT Branch, the business areas and with other departments to ensure Section goals and objectives are met. May direct and coordinate with vendors for contracted services. Maintains effective working relationships with external control agencies which may include but are not limited to the Department of General Services, Department of Finance, California Department of Technology, Legislative Analyst’s Office, California State Auditor, and the Labor and Workforce Development Agency.</p>
<p>Percentage of Duties</p>	<p>Marginal Functions</p>
<p>5%</p>	<p>Performs other duties as necessary.</p>
<p>4. WORK ENVIRONMENT <i>(Choose all that apply)</i></p>	
<p>Standing: Occasionally - activity occurs < 33%</p>	<p>Sitting: Continuously - activity occurs > 66%</p>
<p>Walking: Occasionally - activity occurs < 33%</p>	<p>Temperature: Temperature Controlled Office Environment</p>
<p>Lighting: Artificial Lighting</p>	<p>Pushing/Pulling: Occasionally - activity occurs < 33%</p>
<p>Lifting: Occasionally - activity occurs < 33%</p>	<p>Bending/Stooping: Occasionally - activity occurs < 33%</p>
<p>Other: <i>Click here to enter text.</i></p>	
<p>Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:</p>	

Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Other:			<input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers in person	
5. SUPERVISION EXERCISED: (List total per each classification of staff)				
Directly supervises: 1 Information Technology Specialist II (Position Title: EDDNext / Project Reporting Lead), and 2 Information Technology Specialist I (Position Title: EDDNext / Project Analyst)				
6. SIGNATURES				
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>				
Employee's Name:				
Employee's Signature:			Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>				
Supervisor's Name:				
Supervisor's Signature:			Date:	
7. HRSD USE ONLY				
Personnel Management Group (PMG) Approval				
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	PMG Analyst Initials		Date Approved	
	PM		6/19/2023	
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:				

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file