



PROPOSED  CURRENT

<b>Classification Title</b> Information Technology Specialist II	<b>Division</b> Information Technology Services
<b>Working Title</b> Senior Project Manager	<b>Office/Unit/Section/Geographic Location</b> Information Technology Services/Rancho Cordova
<b>Position Number</b> 592-640-1414-005	<b>Name and Effective Date</b>

**General Statement:** Under the general direction of the Chief Information Officer (CIO) and in coordination with the Information Technology Supervisor II (IT Sup II), the Information Technology Specialist II (ITS II) functions as the Senior Project Manager for all activities related to the development, implementation, and support for the Department of Cannabis Control (Department) Project Management and Admin Office (PMAO) and Information Technology Services Division (ITSD). Additionally, the ITS II assumes the role of lead and expert in these areas. This position is in the Business Technology Management and Information Technology (IT) Project Management domains. Duties include, but are not limited to the following:

**A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]**

**75% Enterprise Project Lead (E)**

Serve as an expert in IT projects that support the IT Governance structure. Lead the efforts for ITSD projects and collaborate with clients and staff involved in implementing the solution(s). Support project management activities including program and vendor meetings, mentoring PMAO staff on projects, managing vendor contracts associated with the projects, maintaining the schedule, and keeping executive staff and the project sponsor informed at all times. Coordinate all project communications and requests for information from internal and external clients and agencies. Participate in appropriate IT user groups. (50%)

Promote industry best practices and standards within the Department as needed, ensuring alignment with the Statewide Information Management Manual (SIMM) for IT project approvals and oversight activities. Provide training to clients on various IT project related standards, processes, and required project documentation. Collaborate with various Department staff, if necessary, to create training and presentation materials. (15%)

Analyze project documentation to prepare unbiased project performance reports for management, project sponsors, and Executives and advise of any project risks and issues. (10%)

**20% Project Portfolio Management (E)**

Serve as the Department's expert in the implementation and utilization of the project portfolio management tool that will be the primary source of project data for Department.

Data gathered from this tool will be supplied to IT governance bodies for information and decision-making. Work in collaboration as lead to develop standards and guidelines for regular and ad hoc project tracking/project reporting to various audiences including, but not limited to, the CIO, Department Executive Office, and external Control Agencies.

**5% Administrative (E)**

Update and submit various status reports to management. Coordinate meetings and presentations as necessary. Perform other related duties as assigned.

**B. Supervision Exercised**

None

**C. Supervision Received**

The incumbent works under the direction of the CIO.

**D. Administrative Responsibility**

The incumbent will have project management administrative responsibilities that include monthly project progress documentation, resource management including multiple contractor oversight, intra-departmental meeting facilitation, and gaining written and verbal approvals as appropriate.

**E. Personal Contacts**

The incumbent has contact with all levels of Department staff, consultants, vendors, California Technology Agency staff, Control Agency staff, and other government agencies. This includes the Department's Divisions, Branches, Offices, and Units including executive management. Contacts may be initiated with other departments, governmental agencies, and private companies concerning information system and data center technologies as they relate to the performance of this position.

**F. Actions and Consequences**

The incumbent will make decisions that impact the functionality of the Department technology applications and solutions. Failure to properly administer duties using good judgment, logic, and discretion, may result in poor performance or unusable systems and/or applications, and prevent the Department end users from effectively performing their duties. In addition, substantial workload backlogs may occur, online consumer services may be unavailable, and the Department may be unable to carry out mandates designed to protect consumers, licensees, and applicants.

**G. Functional Requirements**

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. The incumbent must occasionally move about inside the office to access office machinery. The incumbent must constantly operate a computer and other office productivity machinery, such as a copy machine. The incumbent must be able to remain in a stationary position 50% of the time. The incumbent may be required to perform duties at local client sites as required and at any of Department's statewide field sites as scheduled in advance.

**H. Other Information**

The incumbent must be able to reason logically and creatively, utilize a wide variety of skills to resolve enterprise-wide technical issues, application development, and multiple system interface issues. Additionally, this position must have ability to communicate and resolve business related issues/problems that require a technology solution. Incumbent must be able to develop and evaluate alternatives, and research and present ideas and information effectively both orally and in writing. Incumbent must be able to consult with and advise interested parties on IT subjects; gain and maintain the confidence and cooperation of those contacted; accurately assign priorities to multiple projects at any given time and to remain flexible. The incumbent shall operate to protect the cyber security of individual departmental staff, the Department's network and infrastructure, and all data assets.

**Required Technical Knowledge and Certifications**

Outlook  
SharePoint  
Desired PMP Certification  
MS Word  
MS Excel  
MS Project  
MS PowerPoint

**Additional Performance Expectations:**

Ability to work cooperatively with others  
Ability to work efficiently  
Ability to report to work on time  
Ability to maintain consistent, regular attendance  
Ability to work under changing deadlines  
Ability to look and act in a professional manner  
Ability to get along with others  
Ability to exhibit courteous behavior towards others at all times  
Ability to meet deadlines  
Ability to perform tasks with minimal amount of errors  
Ability to do completed staff work

**Conflict of Interest (COI)** - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**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 Equal Employment Opportunity Office.)

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Employee Signature

Date

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Employee's Printed Name – Classification

**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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Supervisor Signature

Date

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Supervisor's Printed Name – Classification

New 06/2023