

Department of Financial Protection and Innovation

Position Duty Statement

DFPI HRO 203 (Rev. 08-21)

NAME VACANT	EFFECTIVE DATE
CLASSIFICATION TITLE Information Technology Specialist II	POSITION NUMBER 410-113-1414-103
WORKING TITLE Senior Project Manager	DIVISION/OFFICE/UNIT/SECTION Executive/Information Technology Services Division/Project Management
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Information Technology Planning & Portfolio Office Manager, the Information Technology Specialist II (ITS II) serves in a lead project management role and independently performs a wide variety of tasks requiring subject matter expertise in all phases of project management as defined by the project management institute and the California project management methodology.

Information Technology Domains:

Information Technology Project Management, Business Technology Management

Duties include, but are not limited to, the following:

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

45% (E) Information Technology Project Management

Responsible for the management of medium and large sized department/enterprise projects involving the most complex or sensitive business and information technology systems. Leads and monitors all phases of projects, including scope, schedule, budget, and resources. Gathers, writes, and communicates project information in a consistent manner to project stakeholders and works closely with Department of Financial Protection and Innovation (DFPI) Executive Management for project sponsorship. Performs the most complex IT documentation and project work, such as, but not limited to: Project Plans; Project Charters; Budget Change Proposals (BCPs); and Project Approval Lifecycle Project submittals. Supports the application of project management best practices, including PMBOK (Project Management Body of Knowledge) and the California Project Management Methodology (CA-PMM). Facilitates the definition of project missions, goals, tasks and resource requirements. Resolves or assists in the resolution of conflicts within and between projects or functional areas. Develops methods to monitor project or area progress. Reviews and edits technology project documentation, including issue papers and design specifications. Provides consultation, analysis, and coordination of the business and technical assessment of new requests and enhancements to existing systems.

Participate in DFPI operations objectives including process improvements, release preparation and periodic program reporting.

20% (E) Information Technology Project Management

Acts in a lead capacity to develop, implement and maintain a Project Management Framework for the DFPI. The Project Management Framework will be an on-going process maturity assignment that involves input, support and collaboration from both program and IT areas within the department.

The IT Specialist II will work directly with Information Technology Services Division (ITSD) Managers; DFPI Senior Management and Executives; Program Subject Matter Experts; the DFPI Information Security Officer and Chief Information Officer; Vendors and Stakeholders at Agency or California Department of Technology.

20% (E) Information Technology Project Management

Acts as Scrum Master for Agile Projects: Schedule, participate, and facilitate ceremonies across one or more scrum teams for Sprint planning, kickoff, stand-up, review, and backlog grooming; Utilize a servant leadership style to support the product owner and delivery team wherever and whenever possible (e.g., grooming and backlog mgt); Provide coaching and mentoring of agile values, principles and best practices; Collaborate with the Product Owner to ensure the product backlog is continuously prioritized and maintained; Facilitates internal and external communications (e.g. task coordination, progress tracking/reporting, dependency management); Tracks and resolves impediments for the team.

10% (E) Business Technology Management; Information Technology Project Management

Develops procurement documents (For example, Request for Proposals and Request for Offers) to obtain contractor and/or vendor resources or services.

5% (M) Performs other related duties as required.

B. Supervision Received

Under the general direction of the IT Planning & Portfolio Office Manager (Information Technology Manager I), the Information Technology Specialist II shall perform duties and assignments as assigned. The Information Technology Specialist II may also receive assignments from the Information Technology Office Chief Information Officer (IT Manager II).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Information Technology Specialist II will interact as needed with:

- 1) California Department of Technology staff.
- 2) DFPI Executive, Program and IT Staff
- 3) Business, Consumer Services and Housing Agency (BCSH) executives and staff.

F. Actions and Consequences

If the work for this position is performed inadequately, the product management team would not be able to keep up with the current demand and certainly will not have capacity for all the new work. Programs would not get issues resolved in a timely manner leading to extra manual workarounds, less automation and less new product features that would improve efficiencies. Since this position will serve the DFPI business programs, there could be consequences such as work stoppages, time consuming manual work arounds or the delay of converting manual processes to automated software solutions.

The project manager plans and organizes information technology, security and project management workloads as well as leading the delivery of software services. The inability to operate in this capacity would have a significant impact on IT's ability to deliver product its critical projects in a timely, well-organized manner.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, printer and copier is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and light lifting of no more than 25 lbs.

H. Other Information

Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with others, under changing priorities, and work irregular hours when workload dictates. Regular attendance and punctuality are essential. *Able to* perform business analysis in a lead capacity on highly complex or specialized information technology systems or services.

Able to perform a variety of progressively responsible technical and analytical tasks including requirements elicitation; facilitation of JAD sessions; documentation of system functional and technical requirements; gaining approval; performing gap analysis; and stakeholder management. Business Process Reengineering and IT processes improvements

Ability to interview business subject matter experts, extract business rules, develop business requirements and functional requirements, review documentation, and data models. develops system and user acceptance test cases to validate requirements have been implemented.

Ability to communicate effectively both written and verbal, compile data, analyze, summarize and present findings to Internal and External Stakeholders including Vendors as well as Senior and Executive Management Teams.

FINGERPRINTING

None

CONFLICT OF INTEREST

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations. The incumbent is required to submit a Statements 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 Health & Safety analyst.)

Employee Signature

Date

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.

Supervisor Signature

Date

Supervisor's Printed Name, Classification