



DUTY STATEMENT

PROGRAM STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-1406-003				
BRANCH Planning and Research		CLASSIFICATION TITLE Information Technology Manager II				
SECTION/UNIT (If applicable) Administration – Information Technology Unit		WORKING TITLE Enterprise Project Management Officer				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	Information Technology Project Management					

AGENCY OVERVIEW

The Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under administrative direction of the Chief Information Officer (CIO) in the Information Technology Unit (ITU), the Enterprise Project Management Officer (EPMO) is responsible for providing the necessary project management and planning methodologies and practices are in place for the successful completion and development of all project deliverables and artifacts and implementation of the approved project solution in accordance with state IT and Security policies (State Administrative Manual, Statewide Information Management Manual, State Contract Manual) and industry standards (Project Management Body of Knowledge (PMBOK), and National Institute of Standards and Technology (NIST)). The EPMO drives the establishment of project management processes, procedures, standards, optimizes resource efficiency, maintains the OPR project portfolio, and aligns technology initiatives with OPR's business goals in support of OPR strategic and tactical plans and participate as a supervisory or team member on cross-functional projects of the highest complexity and scope. This position serves as the incident manager and as a management team member participating in ITS standards and procedures development.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

35%

Serve as the project director for large-scale IT projects. May serve as project sponsor or steering committee member on projects. Functions as a liaison between senior management, vendors, project managers, and other information technology professionals to communicate and coordinate strategy, direction, and changes for OPR's IT projects. Utilizing matrix organizational structures, plans,

<p>25%</p>	<p>secures, coordinates, and organizes the project resources (state and contract) and project workload to move OPR Projects towards completion, including strategic resource management, personnel, smart budgeting, technology, and intellectual property. Identifies and manages risks and issues, and clear communications across multi-disciplinary teams and stakeholders.</p> <p>Manages the development, administration and maintenance of IT project management and IT project governance policies, procedures, standards, guidelines and tools. Monitors the use of approved processes, procedures and tools to ensure IT projects are consistently managed in accordance to State, Agency and industry standards. Serve as the primary liaison to control agencies regarding review of IT Project approval documents and on the interpretation of state policies governing IT projects. Supervises the coordination and development of Project Approval Lifecycle PAL documents, Budget Change Proposals and Legislative Bill Analysis. Plans, manages, directs, and oversees the most complex PAL planning activities and documentation; Maintains close oversight of project team and program areas in the development and submission of PAL documentation in a timely manner. Develops, implements, and reviews new and existing IT policies, standards, and procedures. Leads in the development of formulating IT strategies, policies, procedures, and governance throughout OPR for all aspects of project management practice. Direct the establishment of policies and processes for the OPR IT Portfolio. Review OPR Project Approval Lifecycle (PAL) documents, Special Project Reports, and other IT-related documents and provide analysis and recommendations to executives. Develops and maintains effective communication and working relationships with OPR CIO, CTO, CISO, executive management, state agencies, vendors and business stakeholders. Represents OPR at various meetings and conferences.</p>
<p>20%</p>	<p>Formulates and refines the OPR portfolio strategy. This involves aligning project investments with OPR business goals and evaluating and selecting projects for inclusion in the portfolio. This includes assessing potential returns and strategic fit. Ensures that projects within the portfolio are aligned with the overarching business objectives and contribute to the company's overall success. Periodically review the portfolio to identify opportunities for optimization or rationalization. This involves divesting from underperforming projects and reallocating resources to more promising initiatives. Identifies and evaluates potential new projects or initiatives that can enhance the portfolio and drive OPR growth. Establishes standardized methodologies, templates, and tools to be used across projects. This ensures consistency and helps maintain quality and efficiency.</p>
<p>15%</p>	<p>Oversees and directs the work of the Project Management Unit, directly supervising technical staff responsible for carrying out the functions of the Unit, including but not limited to: customer relationship management, OPR project portfolio management, IT project management, business analysis services, and assisting with development and review of IT procurement documents. Leads, manages, oversees, provides guidance and direction to project staff on all project planning, management and monitoring of business objectives, business process and legacy system changes, implementation, close-out policies, standards, and processes to ensure consistency across the project.</p>
<p>5%</p>	<p>MARGINAL FUNCTIONS</p> <p>Perform other job-related duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Planning, executing, and closing projects, ensuring they are completed on time, within budget, and meet objectives. They must have expertise in various areas, including scope, time, cost, quality, communication, risk, and stakeholder management. Strong leadership, problem-solving, and communication skills are crucial, along with proficiency in project management methodologies and tools. Continuous learning and adaptability to industry-specific knowledge are also important for success in this role.</p> <p><i>Ability to:</i> Manage through subordinate supervisors; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives. Supervise technical personnel; plan, administer, and monitor expenditures; assess, analyze, and identify</p>

information technology policy needs; establish cooperative relationships and gain support of key individuals to accomplish goals; plan, coordinate, and direct the activities of multi-disciplinary staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS:

- A bachelor's degree in a relevant field such as project management, business administration, engineering, or a related discipline.
- Project Management Professional certification (PMP).
- Commitment to actively practicing fair behavior that is free from implicit bias in dealing with all parties.
- Experience fostering an inclusive work environment where diversity of thought is valued and encouraged.
- Experience in recommending, developing and implementing policies and procedures and taking effective action.
- Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests.
- Experience facilitating collaboration across various stakeholder groups who have different, sometimes conflicting, priorities.
- A solid background in project management is essential. This includes managing complex projects, large teams, and overseeing multiple projects simultaneously.

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to gain the confidence and support of executive leadership and provide effective advice on regulatory and administrative matters and policies.
- Ability to collaborate with others to achieve mutual goals and meet the organizations; and external stakeholders; strategic goals and objectives.
- Ability to write high quality technical documents.
- Ability to analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 20lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with the use of a hand truck or pushcart. Involves sitting most of the time but may involve walking or standing for brief periods of time. This position may be eligible to participate in OPR's hybrid telework schedule. Participation in Telework is subject to OPR's guidelines.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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