

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Career Executive Assignment (CEA) Level B	Working Title Project Management Division Deputy Director
Employee Name Vacant	Position Number 791-720-7500-003
Project/Division Name Project Management (PM) Division	Supervisor's Name James Duckens
Unit	Supervisor's Classification CEA, Level C
Physical Work Location 2525 Natomas Park Dr. Suite 100, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>N/A</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>The Deputy Director will be responsible for improving the efficiency and effectiveness of both the Office of Technology and Solutions Integration and State sponsor departments management of Information Technology (IT) projects and improving the overall success of the OTSI and State sponsor's IT project portfolio. The incumbent will also manage stakeholder involvement and representing the OTSI with the Legislature, governmental, public, and private agencies, as well as testifying in legislative hearings. The IT systems are used by recipients of health and human services. As such, the projects are subject to significant public, media and legislative scrutiny. The incumbent must understand the criticality of the relationships between budgets/fiscal operations and all aspects of administrative operations such as the development of complex spending plans, tracking of critical contractual term dates, creation of successful Feasibility Studies and Budget Change Proposals, and Legislative analyses of proposed legislation.</p> <p>The impact of the Deputy Director's decisions is significant, given the PM Division's multi-million-dollar portfolio. Consequently, decisions made by the incumbent impact the delivery of services to millions of recipients throughout California. Poor decision-making could adversely affect the health and safety of California's most vulnerable citizens, and could reflect poorly on the OTSI, the CHHS Agency and could precipitate significant public, media and legislative scrutiny.</p> <p>The Deputy Director is a member of the OTSI senior leadership team and provides executive direction to the following Information Technology (IT) Projects:</p> <ul style="list-style-type: none"> Case Management, Information and Payrolling System (CMIPS) Project: <ul style="list-style-type: none"> The CMIPS is used for mandated payroll for the In-Home Supportive Services (IHSS) programs. CMIPS is used by social workers to track nearly 495,000 active cases statewide, and processes over \$5.5 billion in gross annual payroll for services provided to Californians. Electronic Visit Verification (EVV) Project: 	

Electronic Visit Verification (EVV) is required by Federal law where in-home visits conducted as part of Medicaid Personal Care Services (PCS) or Home Health Care Services (HHCS) are electronically verified. These services are provided through programs managed by Department of Health Care Services (DHCS), Department of Developmental Services (DDS), California Department of Public Health (CDPH), California Department of Aging (CDA) and California Department of Social Services (CDSS). The project will determine solutions for the business needs of the sponsor departments.

- Emergency Medical Services Authority (EMSA) – Various Projects: EMSA current has multiple projects in the OTSI portfolio:
 - 1) The Electronic Physicians Order for Life Sustaining Treatment (ePOLST) Project -- ePOLST is a legislatively mandated effort to develop and implement a statewide electronic POLST form registry for use by EMS personnel;
 - 2) The California EMS Data Resource System (CEDRS) Project – CEDRS is a data infrastructure solution that will integrate EMSA’s enterprise data and Agency level data leveraging the Data Exchange Framework (DxF). CEDRS will bring together data from ePOLST, the Central Registry and EMSA’s California EMS Information System (CEMSIS). CEMSIS is a Centralized Data Repository of individual emergency medical service requests, treated patients, and EMS provider organizations; *and*
 - 3) The Central Registry Project – this Project will replace EMSA’s existing legacy licensing, enforcement, legal, and information management solution, which is currently at end of support, with a new solution.

Under the general direction of the Directorate, {Chief Deputy Director (CEA, Level C) and the Director (Exempt)}, the Deputy Director performs the following duties and responsibilities:

Percentage of Duties	Essential Functions
35%	Lead the development, implementation and maintenance of project and portfolio management policy, practices, methodology and standards that will assist both OTSI and State sponsor departments to strengthen and mature project and portfolio management practices and successes toward the achievement of OTSI’s business strategies and to optimize IT investments. Formulate, maintain and mature best practice based project management frameworks, processes, templates and policies required for OTSI and State sponsor department’s use relating to all aspects of project delivery to include Project Management, Portfolio Management, Organizational Change Management, Business Process Reengineering, varied System Development Lifecycle and other disciplines and ensure consistency and implementation in the application of the overarching frameworks and methodologies to OTSI’s IT Projects. Implement and pilot a shared services model to establish a foundation and framework for implementing a strategy across OTSI and State sponsor departments. Oversee and direct project management and consultation services delivery. In addition, the incumbent will provide project and portfolio management leadership, expertise, and training required throughout the project management life cycle for projects.
35%	Oversee all planning, development, implementation, maintenance and operation activities, in cooperation with federal, state, county and local government agencies, for the EVV Phase 2, CMIPS, and EMSA Projects. Provide executive leadership over the day-to-day operations of the Projects. Plan, organize, and direct the work of professional state, consultant and vendor employees that work directly with the EVV Phase 2, CMIPS and EMSA Projects. Oversee the development and implementation of sensitive, complex and critical automation policies and procedures, and the development of processes, standards, and procedures to develop, maintain, and operate Project systems more efficiently and effectively. Ensure timely and cost-effective system implementation and operation and continually evaluates processes for future policy and procedure revisions.
25%	Represent the EVV Phase 2, CMIPS, and EMSA Projects with stakeholders, including state and federal and county government agencies, vendors and users of the systems. Manage stakeholder involvement in the projects and ensures timely and complete communication of status and issues. Testify at legislative hearings for these projects. As a member of the OTSI executive management team, participate in planning and policy development for the Office, and assist the Directorate in formulating policy that directly impacts the OTSI.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)		
Standing: Infrequent (7-12%)	Sitting: Constant (76-100%)	
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable	
Lifting: Not Applicable	Bending/Stooping: Not Applicable	
Other: Click here to enter text.		
Type of Environment: a. Office b. Select		
Interaction with Public: a. N/A b. Select c. Select.		
5. SUPERVISION		
Supervision Exercised (e.g., <i>Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i>)		
Directly – 3 IT Manager II		
Indirectly – 6 IT Manager I, 4 IT Sup II, 6 ITS II, 20 ITS I, 4 ITA, 1 SSM III, 2 SSM I, 2 AGPA, 1 Exec Asst, 1 Student Asst		
6. SIGNATURES		
Employee's Statement:		
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature		Date
Supervisor's Statement:		
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature		Date
7. HRD USE ONLY		
Human Resources Division Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	CS	10/3/2023
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)		
* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.		
List any Reasonable Accommodations Made: Click here to enter text.		

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE