DUTY STATEMENT

Employee Name: Vacant	Current Date: 07/10/2023
Classification: IT Specialist II (PM)	Position #: 673-860-1414-013
Division/Office: Office of Information Services/Portfolio and Project Management Office	CBID: R01
Section: Project Management Office	
Supervisor Name: Carlotta Range-Lewis	Supervisor Classification: IT Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☒ Designated under Conflict of Interest Code.
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 3

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Project Management Office Branch (PMO) is responsible for leading the most complex CARB IT projects and contracts. CARB's IT PMO branch manages an average of more than $100 million in IT projects each year and promotes the use of standardized project management methodologies and best practices throughout the organization. The PMO branch is also responsible for best practices in organizational change management and lean processes. The PMO plans, controls, and executes CARB's application development and system integration projects, ensuring that CARB complies with California Department of Technology (CDT) policies and requirements.

CONCEPT OF POSITION:

Under the general direction of the IT Manager I (ITM I) in the PMO Branch, the IT Specialist II (IT Spec II) serves as an IT Senior Project Manager (Sr. PM). The IT Spec II will work closely with IT and program staff and will lead the complex IT projects and provide expert advice, mentoring, consultation, guidance, and collaboration on those projects. The IT Spec II will provide expert advice, mentoring, training, consultation, and guidance to other CARB PMs. The IT Spec II will work with other CARB PMs to develop standards and provide oversight for IT projects that affect CARB.

In addition, the IT Spec II will assist CARB in complying with California Department of Technology (CDT) reporting requirements by developing and maintaining required project documents and applying Project Management methodology in support of projects and efforts. The IT Spec II will also manage CARB's IT proposed projects through CDT's Project Approval Lifecycle (PAL) process for a successful project approval and will support OIS compliance with California Statewide Information Management Manual (SIMM) requirements.

The incumbent is responsible for on time, on schedule, and in scope delivery of assigned IT projects. The incumbent will participate in the management and reporting of IT contract services that support their assigned projects. The incumbent will communicate with management regularly to report project status and risks as needed.

IT Spec II are expected to complete projects and special assignments by establishing objectives, determining priorities, managing time, collaborating with others, monitoring progress, problem-solving, and making adjustments to plans. The IT Spec II demonstrates expert knowledge on state laws, rules, regulations, and policies including the following: SIMM, California Project Management Framework (CA-PMF), and State Contracting Manual (SCM).

The IT Spec II conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customers' expectations. The IT Spec II must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining professional relationships with internal/external customers, including management, executives, CARB end users, peers, vendors, other government entities, etc. When handling confidential personnel and/or business data, the IT Spec II must maintain confidentiality.

INFORMATION TECHNOLOGY DOMAINS:

☒ Business Technology Management
☐ Information Security Engineering
☒ IT Project Management
☐ Software Engineering
☐ Client Services
☐ System Engineering

% OF TIME	RESPONSIBILITIES OF POSITION
45% E	**PROJECT MANAGEMENT** Serves as the Sr. PM for IT projects of high complexity. Leads projects and provides guidance through all lifecycle stages, including project approval, initiation, planning, testing, execution, closure, and ongoing maintenance and operations. Provides guidance and support for requirements analysis and documentation, system design, development, testing, integration, and implementation of IT systems. Maintains a high level of knowledge in IT project management concepts, methods, and best practices, including Project Management Body of Knowledge, SIMM and CA-PMF. Leads in the development, review, and cataloging of documents associated with the CDT's PAL process and all associated stages following the Stage/Gate Model. Prepares and/or provides contractor oversight in the preparation of project artifacts, including charters, schedules, project management plans, project schedules, project requirements, and communications. Directs state and contractor staff in completing project activities. Manages, monitors, and controls IT project budget, schedule, and scope ensuring the development of quality solutions in support of business needs. Manages project risks and issues through all project management phases. Reports

	project status and takes corrective action, as necessary. Reviews project work to ensure adherence to State and CARB standards and security controls.
25% E	**PROCESS/STANDARD DEVELOPMENT AND IMPLEMENTATION/PMO SUPPORT** Serves as a key resource in the development and implementation of CARB project management oversight procedures to support CARB IT projects, efforts, and procurement activities. Participates in planning, information sharing, visioning, development, implementation, and continuous improvement for the CARB's IT PMO processes, procedures, templates, and tools to ensure consistency and IT standard compliance in CARB applications. Oversees projects managed by staff and contractors to ensure appropriate practices are followed. Identifies opportunities for improvement in processes, practices and policies through research and evaluation of emerging IT technologies and practices and addresses non-compliance issues. Develops project metric collection project portfolio analysis, project risk analysis, and project lessons learned for continuous improvements. Performs various administrative responsibilities including budget development, resource allocation, and IT strategic planning. Mentors, trains, advises, consults, and collaborates with other CARB project managers and teams in guiding IT projects through the system development lifecycle.
25% E	**CONTRACT AND BUDGET MANAGEMENT** Reviews and makes recommendations for procurement/solicitation documentation such as Request for Proposals (RFPs), Request for Offers (RFOs), Invitation for Bids (IFBs), Requests for Information (RFIs), Develops Statements of Work (SOWs), and Work Authorizations (WAs) documentation in consultation with OIS' contract staff. Leads in the development, review, and cataloging of Concept Papers, Budget Change Proposals (BCPs), PAL documentations, Special Project Reports, and other documents as required based on program business needs and enterprise IT strategies. Assists in IT contract management support for IT contracts within the PMO. Ensures that contracted staff are effective in the delivery of project services and assist in the approval of contract deliverables and services. Ensures contract staff are reporting their time/hours correctly on the projects. Assists in the development, update, review, and presenting of Financial Analysis Worksheets (FAWs) and IT contract Statement of Work documents as needed. Coordinates with OIS IT Procurement Contract and Reporting Services Team to manage, monitor, and control IT project budgets including but not limited to vendor burn rate analysis, invoice management, work order authorization review and approval, and financial reporting. Track contractor tasks and deliverables to ensure timely

	completion and best quality. Review invoices and authorize payments upon completion of deliverables.
5% M	**Other Duties** Researches, analyzes, and provides technical consultation on leading edge, innovative best practices, and technologies. Perform ad hoc research and analysis to address issues identified by end users and IT. Performs legislative and bill analysis. Through trade journals, user group meetings, vendor demonstrations, formal training courses and seminars, keeps abreast of evolving technology and industry trends to meet the technical responsibilities of the position. Other duties as required