## Duty Statement

<table>
<thead>
<tr>
<th>Employee Name: Vacant</th>
<th>Current Date: 09/21/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification: IT Supervisor II</td>
<td>Position #: 673-860-1404-XXX</td>
</tr>
<tr>
<td>Division/Office: Office of Information Services/Portfolio and Project Management Office</td>
<td>CBID: R01</td>
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<tr>
<td>Section: Project Management Office</td>
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</tr>
<tr>
<td>Supervisor Name: Carlotta Range-Lewis</td>
<td>Supervisor Classification: IT Manager I</td>
</tr>
</tbody>
</table>

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):

- [x] 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.
- [x] Performs other duties requiring high physical demand. (Explain below):
- [ ] Duties require use of hearing protection and annual hearing examinations.

### Supervision Exercised

- [ ] None
- [x] Supervisor
- [ ] Lead Person
- [ ] 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: 2

2 – IT Specialist I

FOR LEADPERSONS OR TEAM LEADERS ONLY:
Indicate the number of positions by classification that this position LEADS: 0

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 Portfolio & Project Management Office Branch (PPMO) is responsible for leading the most complex CARB IT projects and contracts. CARB’s IT PPMO 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 PPMO branch is also responsible for best practices in organizational change management and lean processes. The PPMO 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 PPMO Branch, the IT Supervisor II (IT Sup II) is responsible for directing staff and contractors in all aspects of project management, business analysis, requirements development, and quality assurance. The IT Sup II also provides planning, project management oversight, resource management, performance review, and technical direction.

The IT Sup II will work closely with IT and program staff and will lead the most complex IT projects and provide expert advice, mentoring, consultation, guidance, and collaboration on application development projects. The IT Sup II will lead the development of high value and high complexity IT systems with High public visibility and/or under control agencies oversight. The IT Sup II will provide expert advice, mentoring, training, consultation, and guidance to state staff and contractors. The IT Supervisor II will develop standards and provide oversight for IT application development projects and will provide support and direction in the business analysis, requirements development, and software quality assurance efforts that affect CARB.
In addition, the IT Sup 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. They will also manage CARB’s IT proposed projects through CDT’s Project Approval Lifecycle (PAL) process for a successful project approval and will also 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 Sup II is an advanced specialist performing complex business analysis and project work. They 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 Sup II demonstrates expert knowledge on state laws, rules, regulations, and policies including the following: Statewide Information Management Manual (SIMM), California Project Management Framework (CA-PMF), and State Contracting Manual (SCM).

The IT Sup II may act as a project leader or scrum master on assigned activities related to IT projects or initiatives. The IT Sup II supports project related system development efforts, which may include planning, analysis, design, user experience, development, testing, deployment, user training, and troubleshooting to perform a wide variety of tasks requiring regular innovative problem-solving.

The IT Sup II conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customers' expectations. Furthermore, the IT Sup 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 Sup II must maintain confidentiality.

INFORMATION TECHNOLOGY DOMAINS:

- Business Technology Management
- Information Security Engineering
- IT Project Management
- Software Engineering
- Client Services
- System Engineering
<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
</tr>
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<tbody>
<tr>
<td>30% E</td>
<td>PROJECT MANAGEMENT</td>
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<td></td>
<td>Provides management responsibility in the PPMO Branch. Directs staff to prepare status reports, issue memos and takes action to resolve variances between the work plans and actual progress and oversees vendor/contractor work. Provides leadership, direction, oversight, business analysis, and project management 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.</td>
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<td></td>
<td>Maintains a high level of knowledge in Business Analysis, Software Quality Assurance, and IT project management concepts, methods, and best practices, including Project Management Body of Knowledge, State Information Management Manual (SIMM) and California Project Management Framework Methodology (CA-PMF). Leads in the development, review, and cataloging of documents associated with the State’s PAL 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.</td>
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<td></td>
<td>Directs state and contractor staff in completing project activities including project management, business analysis, and software quality assurance. 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.</td>
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| 20% E | **BUSINESS ANALYSIS AND SOFTWARE QUALITY ASSURANCE**  
At an expert level, leads collaborative efforts with project teams to gather, analyze, write clear and complete business and/or system requirements and related documentation, as well as facilitate customer communication. Works closely with customers to obtain an in-depth understanding of business processes. Conducts requirements gathering workshops or other events that require customer (program staff and project stakeholders) and developer interaction to learn user needs, system requirements, diagram potential designs, and negotiate realistic, testable requirements/user stories for development.  
At an expert level, ensures that Quality Assurance (QA) tasks are completed through all phases of testing. Works collaboratively with all stakeholders to review requirements for testability. Develops a test management strategy including documenting processes, procedures, and implementation strategies for quality assurance. Coordinates and prepares necessary documentation for test planning, system integration testing, regression testing, user acceptance testing, end user training, and initial system implementation. Develops test plans, testing timelines, and schedules. Responsible for all testing activities and monitoring. |
|---|---|
| 15% 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 PPMO 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. |
| 20% E | **SUPERVISION**  
Supervises and manages staff and vendors in support of PPMO efforts. Performs personnel administrative duties including preparation of employee annual performance reports, probation reports, duty statements and various other administrative reports. Provides direction and delegates assignments to staff and contractors in support. Develops staff and carries out workforce development and succession planning strategies. Reviews and approves monthly timesheets for staff and vendors. Determines staff training needs and creates training plans. Coaches and mentors’ staff to facilitate staff development through training, development assignments, and project team participation. Manages administrative activities for group staffing and budgeting. Plans group’s workload and maintains staff time estimates for projects. Prepares and provides weekly status report. |

| 10% 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. Works on special projects and performs other duties within the scope of the classification, as required. |