

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

INFORMATION TECHNOLOGY SPECIALIST II

POSITION NUMBER:

800-712-1414-XXX

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

ISD / Project Oversight &amp; Strategic Technology Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Project Portfolio Management Bureau

SUPERVISOR'S NAME:

Sanjeev Gorhe

SUPERVISOR'S CLASS:

Information Technology Manager I

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*)
- None
- Other (*Explain below*)

Fingerprint Clearance Required.

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

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

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** (*Check one*):

- None                                      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 for which this position is responsible:

FOR LEAD PERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Information Systems Divisions (ISD) mission is to develop, support and promote the business value of IT which comes from the ability to conduct business processes more reliably, faster and at lower cost. ISD creates value by continually improving customer service and providing access to information that enables better decision making by the California Department of Social Services (CDSS) business units.

ISD accomplishes this by:

- Effectively managing information systems and equipment;
- Planning, communicating and implementing responsible information technology policies and solutions; and,
- Sharing and transferring information technology knowledge and tools.

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**CONCEPT OF POSITION:**

Under the general direction of the Project Portfolio Management Bureau (PPMB) Chief, Information Technology Manager I, the Information Technology Specialist II (IT Specialist II) is responsible for performing project management activities, and providing technical and general direction to Department and contract staff to guide medium and high complexity information technology (IT) projects, with enterprise-wide impact, for the Department. The IT Specialist II develops project and state Project Approval Life cycle (PAL) documentation. The incumbent is also responsible for developing, implementing, reviewing, maintaining, and improving project management policies, processes, and procedures to support project management office modernization efforts.

**A. RESPONSIBILITIES OF POSITION:**

45% Project Management: Serve as the Project Manager (PM) for information technology projects of varying complexity for all project lifecycle stages. Develop, implement and maintain industry standards, best practices and methodologies for information technology project management during all phases of the Software Development Life Cycle (SDLC). Lead the coordination, development, writing, and review of the PAL process deliverables, including but not limited to, PAL Stage deliverables, concept statements, project charter, Work Breakdown Structures (WBS), project management plans, resource plans, Microsoft project schedule, communication plans, risk management plans, contract management plans, Financial Analysis Worksheets (FAWS) and other documentation as required. Responsible for securing all required approvals on project documents. Ensure all projects comply with departmental and State of California IT policies and procedures. Maintain a high level of knowledge in IT project management concepts, methods, and best practices, including Project Management Body of Knowledge, Agile Methodology, State Information Management Manual (SIMM) and California Project Management Methodology (CA-PMM). Lead the development of and write Budget Change Proposal (BCP) and coordinate all BCP related meetings, documentation, and approvals for assigned projects. Participate in peer review of business analyst deliverables: requirements elicitation, alternatives analysis, market research, fit-gap analysis and provide guidance as needed. Develop and write Special Project Reports (SPR) and other interim project reporting documents. Perform impact analysis and recommend implementation strategies as a result of any changes to the State's IT standards, policies, instructions, processes, and guidelines as reflected in State Administrative Manual (SAM), SIMM, Technology Letters, Management Memos, Budget Letters, and/or legislative or regulatory changes. Conduct meetings with stakeholders at all organizational levels and cross-organizationally providing executive and senior management briefings. Provide consistent project status reporting to agency and control agencies.

35% Project Analysis and Implementation: Research and provide technical consultation on leading edge, innovative best practices, and technologies. Lead the day-to-day project activities of the staff assigned to projects, including both state staff and contract staff in a matrix-managed environment. Schedule and lead project-related meetings and discussions, including documenting requirements and working with program staff and IT management to obtain a commitment of resources for projects. Collaborate with stakeholders to follow PAL Stage (1 through 4) processes and, where appropriate, ensure PAL process documents are complete and accurate. Advise, consult, and collaborate with other project managers and teams in guiding projects from concept through implementation. Assist IT project sponsors and managers in identifying and managing delivery opportunities and provide guidance and support for projects that are experiencing problems. Provide guidance and support for requirements analysis and documentation, system design, development, testing, integration, and implementation of IT systems. Lead user acceptance testing to ensure the delivered solution fulfills the business goals. Develop IT project governance structure and lead change management process to obtain project approvals.

15% Contract and Vendor Management: Develop procurement documents such as Statements of Work, Requests for Offers, Requests for Proposals and/or other procurement documents to solicit project proposals. Participate on the evaluation and selection committee and prepare Evaluation Selection Reports recommending award of contract to the selected vendor. Administer any contracts that are part of the project implementation until formal turnover of the project of production and transfer of contract administration to production support. Maintain close oversight with the procurement processes involved in the project to ensure contracts are properly managed. Track contractor tasks and deliverables to ensure timely completion and best quality. Review invoices and authorize payments upon completion of deliverables.

5% Perform other duties as assigned within the scope of the classification.

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B. SUPERVISION RECEIVED:

The Information Technology Specialist II is under the general direction of the Information Technology Manager I.

C. ADMINISTRATIVE RESPONSIBILITY:

The Information Technology Specialist II is responsible for providing project management direction and support business analysis for the Information Systems Division.

D. PERSONAL CONTACTS:

The Information Technology Specialist II has contact with staff at all levels of the Department, and other departments and control agencies to include Health and Human Services Agency, Department of Finance, Department of Technology, Office of Technology and Solutions Integration, Federal Agencies, California Department of General Service, local government organizations, and stakeholders. The position also meets regularly with vendors and contractors.

E. ACTIONS AND CONSEQUENCES:

The Information Technology Specialist II must perform due diligence and exercise good judgment in their project management and oversight duties. They must also perform due diligence and exercise good judgment when making recommendations for the use of information technology in the Department. Failure to perform due diligence and exercise good judgment would have an adverse impact on the ability of the ISD to deliver successful information technology projects that support the Business, and on the Branch to provide knowledgeable, informed recommendations to the CDSS for effective use of technology.

F. OTHER INFORMATION:

Knowledge and experience applying the Project Management Body of Knowledge (PM BOK), California Project Management Methodology (CA-PMM), or Information Technology Project Oversight Framework processes as a project manager or team lead. Ability to communicate complex technical and business process risks and issues to executive level staff.

Job requires operating a computer terminal approximately 80% of the time. This position requires a background investigation, including a criminal conviction history screening, before hire (IRS Publication 1075). Applicants are required to submit fingerprints via the Live Scan process to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Background investigation clearance is a condition of employment for this position.