

Department of Motor Vehicles Proposed Position Duty Statement Form

Division: ISD	Classification Title: Information Technology Specialist II
Region/Branch: EMPB	Working Title: Senior Project Manager
Unit: Project Management Unit	Tenure/Timebase: Limited Term/ Full Time
Position City: Sacramento	Position County: Sacramento
Position Number: 716-1414-906 <input type="checkbox"/>	CBID/Bargaining Unit: R01
Conflict of Interest Classification: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If Yes) This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
Sensitive Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV Employee Pull Notice: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Fingerprint/Live Scan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Professional License: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Work Week Group: E	Effective Date: 7/24/2023
Direction Statement and General Description of Duties: Under the general direction of the Project Management Office Manager, Information Technology Manager (ITM) I, the Information Technology Specialist (ITS) II manages projects under the purview of the Enterprise Modernization Project (EPM). The ITS II performs duties related to IT Project Management including, but not limited to: Communications and Human Resource Management, Planning, Portfolio Management, Quality Management, Stakeholder Management and Time/Schedule Management. The scope of responsibility for the ITS II requires enterprise oversight of strategic projects for DMV, special projects such as the Digital Experience Platform (DXP) Project, and projects that include other departments including the California Department of Technology (CDT).	

Percentage and Essential/Marginal Functions:

30% (E) Project Management & Deliverables

Coordinates and manages multiple projects within the modernization portfolio to achieve Business and IT Strategic objectives. Oversees delivery of a full range of Project Management activities. Delegates and directs the work of resources assigned to these projects to provide standards and consistency to all projects and efforts. Monitors and evaluates team and project performance for productivity and capability. Organizes workload to accommodate changing priorities and effectively manage multiple assignments concurrently. Directs multidisciplined staff consisting of State and contractor personnel at various levels. Communicates and collaborates with both business and IT stakeholders and presents project updates to directorate and control agency level executive management. Escalates risks and issues to project sponsors and executive management to ensure timely resolution.

30% (E) Project Governance

Leads and manages highly visible, critical information technology projects in support of DMV business operations and modernization. Manages project integration, procurement, budget, contract, schedule, scope, cost, risk and issue and communications management. Performs cost benefit analysis. Prepares and reviews business case justification, concept papers, and project approval lifecycle (PAL) documentation. Provides guidance and support for all Independent Verification and Validation (IV&V) Agency contracted efforts and all Independent Project Oversight (IPO) activities. Works with control agencies, executives, and state and contracted resources.

15%(E) Communicating and Reporting

Provides guidance and expertise in establishing, implementing and executing the portfolio and project methodologies, to provide the policies, methods, standards and guidelines to ensure efficient Project Management and IT Project Portfolio Management execution. Ensures the methodologies align with the CA-PMF, Project Management Body of Knowledge (PMBOK), industry best practices, and the DMV's Strategic Business and IT Plans. Supports and provides expertise on departmental project and IT governance. Completes project activities related to the Project Approval Lifecycle (PAL) overseen by the CDT.

10% (E) Methodologies and Best Practices

Provides expertise and support in the utilization of the project management toolset, enabling enterprise access to project schedules, risks and issues, change control, dashboard reporting, and other project artifacts. Develops, executes and maintains a metrics-based strategy to deliver business value through successful project delivery. Supports the Chief Information Officer (CIO) in managing critical IT projects by using the project management tool, which provides a process to manage IT projects throughout their life cycle and measures results against anticipated business value.

10% (E) Process Improvements

Conducts business process evaluation and analysis using proven business process improvement (Lean) industry methodology. Implements continuous business process improvements to improve process efficiency and effectiveness.

5% (M) Innovation

Makes recommendations to department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Mentors other project management team members in effective portfolio and project management. Performs other job-related duties as required.

Supervision Received:

The ITS II is under general direction of the Project Management Office Manager, ITM I..

Supervision Exercised and Staff Numbers:

The ITS II leads team members matrixed as resources to projects in the role of Project Manager. Provides general administrative direction concerning assignments. Demonstrates leadership in identifying new issues, techniques and opportunities. Demonstrates project leadership. Manages the most critical, visible and sensitive projects or initiatives.

Working Conditions:

Works in an office setting in artificial light and temperature control. Sits in a cubicle, primarily sedentary for extended periods of time. Operates a personal computer, telephone, fax machine, copier, and other office equipment. Incumbent gives presentations and participates in meetings, conferences, and workshops.

Physical Requirements:

Communicates with internal and external customers via e-mail, telephone or in person. Attends meetings on HQ campus and off campus.

Special Requirements:

Proficient project management skills including Project Management Professional Certification or equivalent project management work of at least four years with large, complex projects. Ability to manage multiple projects concurrently.

Desirable Qualifications:

Bachelor's degree in Information Technology, Management Information Science, or equivalent engineering field. Experience or training in Scrum, Agile, or Lean 6 Sigma Green Belt. Experience in effectively planning, organizing, directing, delegating and supervising complex work of a multidisciplinary staff. Experience with contract/vendor management. Experience in SDLC methodologies. Knowledge or experience with California State budget process. Knowledge or experience with California PAL process. Positive attitude and highly motivated. Experience delivering services with a focus on excellent customer service. Ability to analyze information and make decisions in a competent and timely manner. Ability to communicate effectively verbally and in writing, to draft reports, develop and present presentations as required. Ability to organize workload to accommodate changing priorities and effectively manage multiple assignments concurrently. Possesses effective interpersonal and leadership qualities with the ability to build valuable internal and external relationships with a wide variety of people. DMV operates 24/7. The incumbent may be required to carry a work cell phone and laptop. There may also be times when the incumbent is required to attend an out-of-town conference, or work evenings and weekends to maintain project schedules.

Personal Contacts:

Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight to individuals or groups. Interactions may be general, confidential, sensitive, or informative in nature.