

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist II (ITS II)	Working Title Senior Information Technology Project Manager
Employee Name Vacant	Position Number 791-753-1414-014
Project/Division Name Child Welfare Digital Services	Supervisor's Name Marta Laszcz
Unit Project Management Office	Supervisor's Classification Information Technology Manager I (ITM I)
Physical Work Location 2870 Gateway Oaks Drive, 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 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>Remote Centered. Hybrid workplace environment. Telework available based on business need.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general direction of the Information Technology Manager I in the Project Management Office (PMO), the Information Technology Specialist II (ITS II) will serve as an IT Project Manager in support of the CWS-CARES project. The role of the IT Project Manager may vary from providing project management services of sub-projects that are major dependencies within the overall delivery of CWS-CARES. Work performed at this level involves collaboration with both State leadership and vendor teams to ensure decisions are made within the project's complex governance structure and Decision-Making Framework (DMF). This role represents the State with other government agencies, and it is a critical requirement that the incumbent can establish and maintain relationships with project stakeholders, communicate project needs, and ensure accurate project documentation. This role provides subject matter expertise and guidance on the most complex project reporting aspects and contributes to the development of state and federal project approval documents.</p>	
Percentage of Duties	Essential Functions
60%	Responsible for project management activities, in a supporting capacity, pertaining to planning, executing, and monitoring sub-projects with technical emphasis (e.g., interfaces, external systems, data conversion, forms, implementation, etc.) that are key dependencies in the overall delivery of the CWS-CARES project. While working in a multi-vendor project model, the incumbent will collaborate with various project stakeholders to ensure that the CWS-CARES project's goals and objectives are effectively and efficiently met. The essential functions will include but are not limited to the following:

	<ul style="list-style-type: none"> • In collaboration with project stakeholders, including vendors, facilitate the planning, execution and monitoring of key project activities • Memorialize key decisions and action items; work with project team members to ensure proper follow through of tasks and action items • Communicate project information in a consistent manner to executive leadership, project stakeholders and oversight agencies • Manage, facilitate, maintain project decisions through the project DMF process • Identify and communicate assumptions and constraints to stakeholders, technical staff, and managers • Lead working sessions to identify and provide recommended solutions, mitigation strategies or escalations to resolve project-wide risks and issues that were identified by other project team members, Independent Verification and Validation (IV&V), and/or Independent Project Oversight Control (IPOC) • Monitor, track, and report adherence to project schedule, and ensure that schedule risks are properly identified, mitigated, and managed • Perform analysis of metric reports that measure team performance in Jira; identify and escalate risks and issues when appropriate. Assist in monitoring and maintaining accurate information in the software development tracking tool (Jira) and master project schedule (MS Project) • Lead, manage and communicate project change and organizational change management activities
25%	<p>Provide technical expertise and input to the development of the most complex IT project documentation, such as, but not limited to: Project Management Plans, Project Charters, project schedules, test plans, as well as state and federal control agency documents that meet state laws and policies and federal regulations pertaining to the Comprehensive Child Welfare Information System (CCWIS) requirements. These duties include collaborating with CWDS functional service teams to conduct a variety of complex analytical studies and assessments to identify critical business, technical and project management information, scopes of work, procurements, proposed schedules, staffing, costs, and other information necessary to complete the documents and secure IT project approval funding for the CWDS organization. Such collaboration is also required with the respective state or federal control agency representatives to ensure that expectations, approval conditions and technical guidance are understood and met throughout the process.</p>
10%	<p>Perform operational and support functions in the PMO, including but not limited to the following:</p> <ul style="list-style-type: none"> • Develop and maintain effective working relationships with project stakeholders and help facilitate communications, reporting, risk, and issue management • Provide advanced level of organizational understanding and ability to communicate clearly and bridge strategic intent by advising executive leadership on making and understanding the CWS-CARES operational decisions and system integration relationships with other integrated systems and dependencies within the organization • Report, inform, and advise management on the most complex and sensitive IT Project Management issues • Advise and guide cross-divisional and enterprise projects with multidisciplinary project teams and matrix management structures through project management processes. • Conduct project closeout activities and document lessons learned throughout the life of the project. • Demonstrate, apply, and adhere to Agile development and project management methodologies and standards, including the Department of Technology's California Project Management Framework (CA-PMF), the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK), State Information Management Manual (SIMM) and industry best practices.

	<ul style="list-style-type: none"> Leads special assignments in response to requests from state and federal control agencies or executive management Reviews and/or writes special reports and ad hoc analysis reports, as required
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: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: Remote Centered. Hybrid workplace environment.	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. Select b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (*e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates*)
Click here to enter text.

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)
 Vacant

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)
 Marta Laszcz

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

- Duties meet class specification and allocation guidelines.
 Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

NM

4/24/24

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**