

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title Project Manager
Name of Incumbent	Position Number 280-343-1402-056
Section/Unit Business Consulting / Project Services	Supervisor's Name
Division Technology Governance	Supervisor's Classification Information Technology Manager I
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 4/13/2018

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Business Technology Management | <input checked="" type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering | <input type="checkbox"/> System Engineering |

The Information Technology (IT) Specialist I position resides in the Information Technology Project Management domain and primarily works with project management, project oversight, System Development Life Cycle (SDLC) management/oversight, information technology procurement, business analysis, process reengineering and strategic planning. Under the direction of the Information Technology Supervisor II, the incumbent performs complex and sensitive tasks, and leads the efforts to develop, plan, organize, coordinate, and maintain the following, including but not limited to: project management consulting, project scope management, project schedule management, project risk and issue management, business analysis and requirements consulting, business analysis planning and monitoring, requirements analysis, solution assessment, and requirements elicitation.

The incumbent contributes toward the growth of the IT Branch into a customer-focused service organization by following IT Branch cultural principles and by providing constructive feedback to others within the IT Branch regarding the application of those principles. The incumbent is required to have a very broad knowledge of the principles for the planning, monitoring, controlling, and oversight of IT projects, business analysis, requirements management, and business process reengineering.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform

tasks with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance, and an incumbent who has reached Range C should be able to perform the tasks independently, and assist newer staff in the process as needed.

Works collaboratively with the TGD management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
40%	<p>Monitors and tracks project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality. Applies industry standards, principles, methods, and techniques to manage a project through all phases of the Project Management and System Development Life Cycles. Creates detailed work plans which identify and sequence the activities needed to successfully complete IT projects. Defines the scope of a project in collaboration with senior management. Develops schedules for project completion that effectively allocate resources to activities. Develops and sustains cooperative working relationships with project stakeholders through all project phases. Develops time and cost estimates and captures actual data for analysis and management. Documents lessons learned and Post Implementation Evaluation Reports. Evaluates, monitors, and ensures compliance with laws, regulations, policies, standards, or procedures. Keeps abreast of changes in industry practices, technology trends, and emerging technology trends by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences. Leads and/or directs the documentation of business processes or operational activities. Manages or oversees all aspects of one or more projects, including people, resources, and schedules. Manages single or multiple projects ranging in complexity based on business and technical factors. Meets regularly with project teams (state and vendor), project sponsors, project steering committee, governance, directorate, control agencies, and other external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities. Monitors the progress of IT projects and makes adjustments as necessary to ensure the successful completion of the projects. Prepares project status reports by collecting, analyzing, and summarizing information and trends. Reviews the quality of work completed with project teams on a regular basis to ensure that it meets the project standards.</p>
25%	<p>Formulates business cases, feasibility studies and research analysis reports related to technology endeavors. Coordinates and consult with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements. Analyzes, develops and documents business and technical requirements for technology solutions and enablers while utilizing industry best practices and standard methodologies. Schedules and facilitates meetings related to IT projects.</p>
10%	<p>Manages multiple projects that make up the organizational portfolio to achieve specific organization objectives. Provides recommendations that control or influence the direction and achieve specific outcomes. Utilizes tools and techniques to identify, select, prioritize, govern, monitor, and report the contributions for the organization's portfolio of IT projects.</p>
10%	<p>Develops, delivers, and coordinates education and communication to optimize the use of applied technologies using various instructional aids and communication media. Provides IT consultation to business community to support business programs.</p>

Civil Service Classification
Information Technology Specialist I

Position Number
280-343-1402-056

Supervisor's Name (Print)

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

AEL

10/07/2024

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE