

PROPOSED

Department of Health Care Access and Information Duty Statement

Employee Name Vacant	Organization Office of Information Services Planning and Management Branch Project Planning Section Portfolio Planning Group	
Position Number 441-175-1402-XXX	Location Sacramento	Telework Option Hybrid
Classification Information Technology Specialist I	Working Title Information Technology Project Manager/Business Analyst	

General Description

Under direction, incumbent may perform a wide variety of tasks requiring regular, innovative problem solving within broadly stated and non-specific guidelines. The scope typically includes multiple program areas and involves planning, development, and implementing technological solutions that are essential to the mission of the overall organization or affect large numbers of people on a long-term or continuous basis in the Information Technology Project Management and Business Technology Management domains.

Incumbent performs the following tasks:

IT Project Management:

- Monitor or track project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality.
- Apply industry standards, principles, methods, and techniques to manage a project through all phases of the Project Management and System Development Life Cycles.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Define the scope of the project in collaboration with senior management.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Develop and sustain cooperative working relationships with project stakeholders through all project phases.
- Develop time and cost estimates and capture data for analysis and management.
- Document lessons learned and Post Implementation Evaluation Reports.
- Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures.
- Keep 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.
- Lead and/or direct the documentation of business processes of operational activities.
- Manage or oversee all aspects of one or more projects, including people, resources, and schedules.
- Manage single or multiple projects ranging in complexity based on business and technical factors.
- Meet regularly with the project team (state and vendor), project sponsor, 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.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Prepare project status reports by collecting, analyzing, and summarizing information and trends.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

PROPOSED

Business Technology Management:

- Formulate business cases, feasibility studies and research analysis reports related to technology endeavors.
- Provide IT consultation to business community to support business programs.
- Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements.

The incumbent serves as the Information Technology (IT) Project Manager. The incumbent serves as project manager on critical information system projects to address department priorities, overseeing all aspects of the project lifecycle and helping to ensure project success and business outcome delivery. The incumbent is responsible for the planning, coordination, and strategic implementation of technology solutions. The incumbent performs business analysis activities to support project and portfolio success.

The incumbent will demonstrate knowledge of application development life cycle, complex system design and general IT practices and procedures. Under general supervision, the incumbent serves as the advanced technical specialist to solve critical business problems which involve planning, developing, and implementing complex technology projects and business solutions that are essential to advancing the mission of the organization.

Supervision Received	Under direction, incumbent reports to the Information Technology Supervisor II of the Portfolio Planning Group in the Project Planning Section of the Planning and Management Branch within the Office of Information Services.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face- to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Job Duties

E = Essential, M = Marginal

35%	E	Project Management Serves as the project lead in support of complex IT projects. Create and maintain project management plans for complex IT Projects. Coordinate the project activities of project teams including the business teams, technical teams, and supporting contractor teams for complex IT projects. Maintain project schedules, monitor, and coordinate all cross-team activities and dependencies. Track, measure, and report on project costs, schedule, and scope. Under general supervision, review and communicate status and future actions with project team, vendors, management, and internal stakeholders. Coordinate the review and acceptance of project deliverables and implement action plans to correct any unaccepted deliverables. Participate and support efforts to negotiate, implement and monitor corrective action plans to keep the project on schedule, within budget, and in line with project scope and objectives. Develop request for proposals. Manage project costs and contracts. Under general
-----	---	---

PROPOSED

supervision, develop and deliver final reports documenting the IT project implementation results and lessons learned to the project sponsor, program stakeholders, OIS stakeholders, and the Chief Information Officer (CIO) for complex projects. At project closure, logically organize all project documentation for future reference and project audits, as appropriate.

35% E

Business Analysis

Perform complex work with stakeholders/customers to help define, develop and document their business requirements. Take a lead role in assisting with the business case, planning and monitoring, eliciting, organizing, verifying and validating the most complex business or solution requirements. Develop wireframes and business requirement document. Track business requirement backlogs and conduct User Acceptance Test. Perform gap and system analysis and requirements management and communication.

15% E

Technology Consulting

Take a lead role to assist management and staff in research, analysis, and evaluation of new and emerging technologies and methods related to system architecture and application developments. Provide consultation to management, project team members and technical specialists on the most complex application and application problems, technologies and methodologies. Act as representative on multi-departmental task forces, technology forums, advisory committee, etc. that are sponsored by OSHPD or other departments and/or agencies.

10% E

Portfolio Planning

Assist management and IT enterprise in planning the IT Project and Service Portfolio. Work with IT leadership to plan out mission critical and process improvement projects alongside mandatory legislative projects to support the Department's Strategic Vision.

5% M

Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position.

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date