

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29853	DGS DIVISION / OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Project Management	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, Third Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Information Technology Specialist I	POSITION NUMBER 306-072-1402-057	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 AM - 5:00 PM	TENURE Permanent	
WORKING TITLE IT Project Manager	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Information Technology (IT) Supervisor II, the IT Specialist I within the Project Management Unit in the IT Project Management and Business Technology Management domains, serves as the project leader for IT projects, and is responsible for the oversight of all phases and aspects of project management, and system development life cycles (SDLC) to ensure efficient, and effective delivery of project objectives.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Organizes and manages IT project work throughout various phases by applying industry standards, principles, methods, and techniques in order to manage all Project Approval Lifecycle deliverables and ensure successful delivery of project objectives in accordance with applicable laws, regulations, policies, standards, and procedures, utilizing the California Department of Technology's (CDT) Project Management Framework project deliverables and outputs such as Project Management Plans, subordinate plans, schedules, and reports.
20%	Performs risk assessment and scope management by applying project management principles and methods to track project progress against baselines, identifying, communicating, and mitigating problems in order to monitor and control project deliverables, utilizing OnePlan or project management tools to ensure adherence to the predefined project schedule and budget, and determine corrective actions needed to address deviations that may impact the schedule, cost,

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	scope, or quality of the project.
15%	Plans and develops new customer initiatives for DGS' various lines of business by identifying the customer's business problem or opportunity, and collaborating with senior management in order to prioritize and define project scope, develop budgets, and schedule estimates to ensure timely completion of projects which adhere to organizational objectives, utilizing Customer Request Forms, Stage 1 Business Analyses, and Project Charters.
10%	Manages, oversees, and completes project related procurements by developing Statements of Work, coordinating with the appropriate procurement teams, and leveraging optimum procurement strategies in order to acquire project resources, and to ensure DGS and their customers receive the maximum benefit utilizing ServiceNow in accordance with the Procurement Division's established guidelines.
10%	Develops and implements new or revised processes, policies, and procedures by communicating impending changes to the team, in order to make process enhancements, and ensure continuous improvement of ETS' project management practices, utilizing Microsoft SharePoint and Teams.
10%	Facilitates cross-functional working sessions with ETS' technical teams by coordinating staff and unifying the various project activities in order to produce comprehensive, gap-free technical SDLC deliverables to ensure project quality for DGS customers, utilizing Microsoft Teams, Outlook, softphones, and video conferencing.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Reviews current IT system literature and participates in educational programs by attending professional organizational conferences, meetings, and workshops, in order to remain abreast of changes in industry practices and emerging technology trends, and to ensure that customers are served with appropriate technology utilizing training tools like Pluralsight, research tools like Gartner and Infotech to keep themselves informed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

May be required to report to the office as needed/required.

DESIRABLE QUALIFICATIONS

- 3 years of project management experience in leading Information Technology projects
- Experience using different project management methodologies (e.g., Waterfall, Agile, and Hybrid)
- Experience coordinating activities across multiple Divisions and teams within an organization
- Experience with tracking timelines and schedules using industry-standard software and tools
- Experience with budget tracking and contract management is a plus
- Experience in Information Technology projects in a State, Federal, or Local Government Agency is a plus

- Project Management Certifications are a plus

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
---------------	--------------------	-------------

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
-----------------	----------------------	-------------

C & P APPROVED BY	DATE SIGNED
-------------------	-------------