

DUTY STATEMENT
TECH 052 (REV. 02/2018)**PROPOSED****25-162****ALERT: This form is mandatory for all Requests for Personnel Action (RPA).****INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 2/2/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Supervisor II	E. POSITION WORKING TITLE Project/Portfolio Manager	
F. CURRENT POSITION NUMBER 695-421-1404-008	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)	
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Statewide Project Delivery/Project Approvals & Oversight/Sacramento	I. SUPERVISOR NAME AND CLASSIFICATION Vacant, Information Technology Manager I	
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-F, 8 AM – 5 PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input 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
	Organizational Setting and Major Functions Under general direction of the Information Technology Manager (IT Mgr) I, the IT Supervisor (IT Sup) II performs complex and sensitive tasks involving initial approval of significant information technology (IT) projects within the State government and oversees these projects to enhance IT project implementation success.
40% % of time performing duties	Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) As a project approvals and oversight manager providing oversight on behalf of the California Department of Technology (CDT), the IT Sup II reviews plans, proposals, and other IT project artifacts and documents submitted by his/her assigned departments to evaluate and report on the state entity quality and performance of planning and execution of IT projects in support of program objectives. The IT Sup II performs analyses and reviews Budget Change Proposals (BCPs) and provides critical investment recommendations to support the Administration in its Statewide policy objectives. The IT Sup II understands the program objectives of the supported state entity and seeks to foster trusted relationships with key senior and executive state entity leadership, Chief Information Officers and Agency Information Officers. Upon initiation and for the duration of IT project lifecycle phases, the IT Sup II provides oversight of IT projects by: <ul style="list-style-type: none">• Reviewing related program and IT project artifacts, processes, progress reports and metrics, risk mitigation and issue resolution strategies, and independent verification and validation vendor reports.• Making recommendations to the state entity, project leadership, and vendor consultants regarding project team performance to help increase the likelihood of project delivery success to achieve the intended program business value.• Assessing state entity IT project management performance and identifying project risks and issues and making recommendations to mitigate risks and resolve issues to project and state entity leadership.• Working collaboratively with agencies and state entities to understand their overall long term IT project and portfolio strategy, planning, capacity, and ability to perform successful project and portfolio management work.

30%

- Escalating impactful and critical project issues to state entity and CDT executive management.
- Advising departments in interpreting and appropriately applying IT policies and best practices to meet project requirements.
- Completing timely IT project related notification and approval letters, assessments, and oversight reports, as required.

20%
% of time
performing duties

- Preparing and delivering timely, high quality, high value, and actionable information to the state entity Project Sponsor and Project Director/Manager
- Providing guidance on corrective actions and remediation plans and determining consistency with State IT policy and best practices.
- Consulting with state entities and making recommendations to enable high quality project approval justifications, Special Project Reports, and project status reports for projects, including alternative evaluations.
- Capture lessons learned and perform analyses for the benefit of the state entity and the State to improve project management skills and project outcomes.

5%

- Analyzing IT-related Budget Change Proposals (BCPs) and recommending support / non-support to the Department of Finance.
- Briefing and advising the IT Mgr I, the IT Mgr II, the Deputy Chief Project Officer, the Chief Project Officer, CDT's executive management, and legislative members and staff on sensitive IT policy.
- Participating in creating and updating statewide IT policies and procedures.
- Participating in IT policy committees and issue evaluation.

Marginal Functions

- Performs other related duties, as required.

5%

Work Environment Requirements

- May be required to work outside of normal business hours.
- May be required to carry a mobile communication device.
- May be required to travel to customer department sites primarily in Sacramento County; however, occasionally may include other locations in California.

Allocation Factors

Supervision Received:

The Information Technology Supervisor II receives general direction from the Information Technology Manager I.

Actions and Consequences:

Project Approvals and Oversight (PAO) currently oversees highly sensitive and complex IT projects. Projects currently impacting PAO total over seven (7) billion dollars. Poor decisions, judgments, management, and/or recommendations regarding these and other large-scale projects could result in client dissatisfaction, significant budgetary losses to the State due to poor project planning and execution, and public embarrassment to the California Department of Technology.

Personal Contacts:

The incumbent will have regular contact with the Legislature, Department of Finance, California Department of Human Resources, State Personnel Board, and Department of General Services. Other contacts include California Department of Technology leadership, state entity leadership, and business consultants to communicate program strategy, direction, and changes.

Administrative and Supervisory Responsibilities:

N/A

Supervision Exercised:

N/A

Other Information

Desirable Qualifications: (List in order of importance.)

The successful candidate should possess:

- PMP Certification or other formal project management certification(s) is desired.
- Direct experience leading IT projects, either in a Project Manager/Director role or a key role on large projects.
- A very broad knowledge of principles of the State approval process for information technology projects, project management and information technology systems design.
- Ability to exercise a high degree of initiative, independence of action and originality, and must demonstrate tact and good independent judgment.
- Ability to communicate effectively in order to develop and maintain effective and cooperative working relationships.
- Strong written and verbal skills to communicate issues and concerns.
- Ability to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE