

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Information Technology Section/Project Management Unit		DIVISION Information Management Division		
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Specialist II		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-041-1414-018		CURRENT DATE 05/13/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION  
Under the general direction of the Information Technology Manager I, the Information Technology Specialist II is responsible for performing a wide variety of project management tasks by demonstrating leadership and expertise in providing oversight for complex information technology (IT) projects, and providing expert advice and project coordination, mentoring, and consulting while ensuring collaboration between groups, allied agencies and private organizations. This position will also aid the Department in complying with control agency reporting requirements, project management framework requirements, and California Statewide Information Management Manual (SIMM) requirements. In addition, this position is responsible for providing assistance with project prioritization and resource allocation, and will also act as the Project Manager on complex projects and Adult Use of Marijuana Act statewide programs as needed for the Information Technology Section, Project Management Unit.

SUPERVISION RECEIVED  
The Information Technology Specialist II reports directly to and receives the majority of their assignments from the Information Technology Manager I.

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	<b>Essential Functions</b>
45%	IT Project Management: Write, review, and ensure compliance with California Department of Technology (CDT) requirements as outlined in the SIMM. Use state standard system methods required by CDT, following the System Development Life Cycle, including the associated methodologies, tools, and project management processes as defined in the Project Management Body of Knowledge (PMBOK). Ensure SIMM and PMBOK are followed in regards to the maintenance, development, enhancement, and deployment of IT systems. Maintain awareness of emerging technologies and new project management techniques. Provide recommendations for the improvement of project management processes currently in use. Develop, implement, operate, update, and maintain quality standards, processes, procedures, checklists, workflows, and audits in order to conform to project requirements and standards. Independently lead and conduct the more complex research and present to management a wide range of briefing materials to support findings and decisions on major projects. Set goals and priorities, develop schedules, monitor progress towards goals, and track details/data/information/activities. Facilitate project meetings with project stakeholders, positively influence others to achieve results that are in the best interest of the organization, use project management software, identify and analyze measures or indicators of system performance, and determine the actions needed to improve or correct performance, relative to the goals of the system. Conduct and/or attend meetings and/or presentations with users, consultants, database and system administration staff, and management. Communicate diplomatically and effectively, both orally and in writing. Logically plan and organize work and lead project managers in resolving issues. Acquire and apply knowledge of IT processes and systems to the business analyst function and work as a team member to meet the goals and objectives of the project. Develop and manage work breakdown structure of IT projects, and develop or update project plans for IT projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing. Manage projects to ensure adherence to budget, schedule and scope. Perform risk assessments to develop response strategies in order to control or reduce risk. Determine resources required to complete projects. Prepare documentation using standard California Project Management Frameworks or Methodologies. Serve as the project manager and will be responsible for project management

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and Adult Use of Marijuana Act programs statewide.

20%	IT Project Management: Coordinate and work in tandem with IT managers/staff in the Information Technology Section, as well as other departmental internal stakeholders, various external stakeholders, private organizations, allied agencies, and technical project coordinators with project management functions in the creation of project concepts and project charter documents on highly complex IT projects. Formulate and recommend policies and procedures, and perform benchmarking. Monitor project performance and report status, and facilitate the creation of action plans to promote adherence to IT project schedules. Provide project plan trend analysis and control, including analysis, research, development, and maintenance of the project data. Provide technical assistance to managers and technical project coordinators in requirements management activities, project prioritization, resource allocation, and regular portfolio reviews. Research, collect, and evaluate project data necessary to meet project reporting and evaluation requirements. Understand and analyze performance metrics. Identify and document project issues, risks, and IT project plans and escalate to senior management. Maintain project issue and risk processes and/or defect logs. Monitor and maintain project communications plans and processes. Provide assistance for the design and development of the configurations to be deployed on systems using the approved solution assessments to meet customer requirements.
15%	Software Engineering: Apply project management concepts, best practices, methodologies, and principles related to software deployment. Develop and maintain standards and procedures to support and ensure consistency during the development, implementation, and maintenance of software systems. Design testing methods, validation procedures, and execution plans to evaluate software functionality. Plan, develop, and maintain data strategies to support business analysis.
15%	Information Security Engineering: Collaborate with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements. Perform effectively in a fast-paced environment with constantly changing priorities.
<b><u>Non-Essential Functions</u></b>	
5%	Perform other job duties, within the scope of the classification, as assigned.
<b>TOTAL</b>	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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