

Duty Statement Rank and File

Section I

POSITION INFORMATION

Print or type.

A. Current Position Number	B. Probationary Period/Job Evaluation Period	C. Form 700 Filer?
785-256-1414-002	12 Months	Yes
D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Information Technology Specialist II	
G. Unit, Section, Division	H. Location	
Project Management Office, Information Technology	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
	Information Technology Manager I	
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
R01	Full Time	Permanent
N. Work Schedule	O. Work Hours	P. Telework
Monday – Friday	8:00AM-5:00PM	Hybrid
Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required
☐ Yes	☐ Yes	☐ Yes Click here to enter text.
☒ No	☒ No	☒ No

Section II

JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Information Technology Manager I, the incumbent manages or oversees all phases of the project management and system development life cycles to ensure efficient and effective delivery of unique information technology (IT) products, services, or systems. This position is part of the Office of the Secretary of State (SOS), Information Technology Division (ITD), Project Management Office (PMO). The incumbent will coordinate project objectives by working closely with agency division chiefs, senior management, and stakeholders at the SOS. The incumbent is responsible for planning, organizing, managing, and controlling the development and implementation of agency IT projects of varying complexity. Projects include system maintenance efforts, updates or upgrades to existing applications and systems, the implementation of new IT applications and systems, the configuration or customization of Commercial Off-The-Shelf (COTS) or Modified Off-The-Shelf (MOTS) software platforms and products, and updates of existing applications and systems in response to new legislation. The incumbent must be knowledgeable and have experience in the technical domain of **IT Project Management**.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
45%	Project Management (IT Project Management) • Develop and manage work breakdown structure (WBS) of IT projects. • Develop or update project plans for IT projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing. • Lead and mentor project teams which may include business analysts, system engineers, system architects, subject matter experts, test coordinators, external entities, and users on the State and departmental project management methodologies to ensure project compliance with State policies. • Manage integration of information systems and/or subsystems. • Manage project(s) to ensure adherence to budget, schedule, and scope. • Perform risk assessments to develop response strategies to control or reduce risk. • Determine the resources (time, money, equipment, staffing, etc.) required to complete the project. • Develop implementation plans that take into consideration analyses such as cost-benefit or return on investment. • Set up and monitor change control process. • Manage stakeholders. • Adapt communication style and messaging so that they are relevant to the audience. • Manage identification of infrastructure configuration and change management standards or requirements. • Manage or oversee all aspects of one or more IT projects applying industry standards, principles, guidelines, methods, and techniques; planning and monitoring processes; and controlling principles and tools to deliver an IT product, program solution, service, or system. • Monitor, maintain, and develop processes utilizing software applications (e.g., SharePoint, Visio, MS Project, etc.) that support a cohesive Project Management Information System (PMIS) that streamlines IT Project Management for SOS.
35%	Systems Oversight (IT Project Management/Business Technology Management) • Prepare documentation using standard California Project Management Frameworks or Methodologies. • Coordinate with representatives of independent oversight entities, including the Department of Finance (DOF), California Department of Technology (CDT), Department of General Services (DGS), and the California Legislature. • Adhere to methodologies and guidelines as contained in the Statewide Information Management Manual (SIMM), Project Management Body of Knowledge (PMBOK), Institute of Electrical and Electronics Engineers (IEEE), International Organization for Standardization (ISO), and industry best practices. • Gather business requirements, lead teams through all phases of projects and system development lifecycles, ensure the accomplishment of project goals and objectives, develop program policies and procedures, and make recommendations following approved Project Management Methodology. • Produce budgetary reports required by CDT, DOF, DGS, and other agencies.

	• Prepare Scope of Work (SOW) documentation for contracts to procure IT consultant services. • Manage contracts for IT consultant services.
15%	Business Outreach (IT Project Management) • Implement the elements of SOS' business and strategic plans and develop recommendations for improvement. • Work with matrix teams, division managers, and program leads in the SOS (Executive Office, Management Services, and Information Technology) to recommend and implement IT projects that support the agency's performance objectives.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	(IT Project Management/Business Technology Management) • Update and/or maintain the PMO library. • Write budget change proposals, standardized plans and report templates as needed. • Perform other duties as required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. They should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
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