

DUTY STATEMENT

DS 3022 (10/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
PORTFOLIO PLANNING MANAGEMENT BRANCH
PROJECT MANAGEMENT**

DUTY STATEMENT

JOB TITLE: Information Technology Specialist II**POSITION #:** 472-519-1414-003**WORKING TITLE:** IT Project Manager**EMPLOYEE:**

POSITION DESCRIPTION: Under the general direction of the Information Technology Division LOIS Section Chief, the Information Technology Specialist II (ITS II) is responsible for project management activities, and the state's Project Approval Lifecycle (PAL) and/or Product Delivery Lifecycle (PDL) functions. The incumbent independently performs the most complex business process analysis and problem-solving. Tasks assigned to this level require an in-depth and broader understanding of problem identification, analysis, and resolution. The ITS II primarily serves as a project manager subject matter expert and will lead the most complex IT projects and maintain a high level of knowledge and expertise on the System Development Lifecycle (SDLC) and project management processes/best practices. The incumbent is also responsible for developing, implementing, reviewing, maintaining, and improving project management policies, processes, and procedures. The ITS II thrives in a fast-paced, dynamic environment with fluid priorities and communicates appropriately to technical staff, program staff, executive leadership, advisory agencies, and control agencies.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the general direction of the Information Technology Division LOIS Section Chief.

DOMAIN(S):	Business Technology Management:	Critical skills
	IT Project Management:	Critical skills
	Client Services:	Moderate skills
	Software Engineering:	Moderate skills
	System Engineering:	Moderate skills
	Information Security Engineering:	Moderate skills

Essential Job Functions:

35% Serve as the Project Manager for the Life Outcomes Improvement System (LOIS) Project in all project lifecycle stages, including project approval, initiation, planning, testing, execution, closure, maintenance, and operations. Provide day-to-day direction, coordination, and delivery of all project activities. Develop, implement, and maintain industry standards, best practices, and methodologies for information

technology project management during all phases of the SDLC. Responsible for the development of all project artifacts and documentation throughout the project lifecycle, including concept statements, charters, WBS, project plans, resource plans, schedules, communication plans, risk management plans, contract management plans, and other documentation as required. Manage complex technical components including data migration planning, data mapping, interface impacts, and data validation strategies. Coordinate and oversee data cleansing efforts by working with program areas and technical teams to identify data quality issues, develop cleansing approaches, and ensure data readiness for system implementation. Maintain a high level of knowledge in PMBOK, SIMM, and CA-PMM. Research and provide consultation on innovative practices and technologies. Lead the day-to-day activities of staff assigned to projects, including state and contractor staff in a matrix-managed environment. Schedule and lead project meetings, document requirements, and work with program and IT management to secure necessary resources.

- 20% Serve as the expert in the development and implementation of IT project management oversight procedures for all IT projects. Provide consultation and guidance to IT and program staff on best practices, governance, and oversight requirements. Advise and collaborate with other project managers by guiding projects from concept through implementation. Support project sponsors and managers in identifying opportunities and risks and assist in resolving issues that impact delivery. Provide oversight and guidance for complex project areas such as data migration readiness, data cleansing validation, and OCM planning to ensure projects achieve successful implementation. Support documentation and analysis related to system design, development, testing, integration, deployment, and stabilization.
- 20% Lead, consult, guide, and mentor teams in the development and review of all PAL stages (Stage 1 Business Analysis, Stage 2 Alternatives Analysis, Stage 3 Solution Development, and Stage 4 Project Readiness and Approval). Develop and write SPRs and other interim project reporting documents. Conduct impact analysis and recommend implementation strategies in response to changes in state technology policies, standards, SAM, SIMM, Technology Letters, Management Memos, Budget Letters, or legislative requirements.
- 20% Participate in contract management and procurement activities by writing or reviewing procurement plans, Statements of Work (SOWs), and Requests for Offer/Proposal (RFO/RFP), Deliverable Expectation Documents (DEDs), and Deliverable Acceptance Documents (DADs). Develop minimum qualifications and evaluation criteria and serve on evaluation teams. Perform contract administration tasks including verifying deliverables and ensuring compliance with contract terms. Develop or review special reports and ad hoc analyses as required. Serve as lead staff on special assignments requested by control agencies or executive leadership.

Marginal Job Functions:

5% Complete other required duties within the scope of the classification.

WORKING CONDITIONS: Open-spaced, partitioned cubicles. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles and practices of supportive staff services; Department goals and policies. Principles and practices of business analysis. California's Statewide Information Management Manual (SIMM) and Project Approval Lifecycle (PAL). Familiarity with developing requirements for and implementing Case Management Systems. Knowledge of and experience working with Center for Medicare and Medicaid Services (CMS). California Project Management Framework (CA-PMF). Project Management Professional (PMP) Certification. Certified Scrum Master (CSM).

Ability to: Work in a matrixed team environment inclusive of technical staff, program staff, and vendors; Develop and maintain cooperative and harmonious relationships with regional centers, other state departments, and the public; Analyze situations accurately and take effective action; Reason logically; Analyze data and present ideas and information effectively; Communicate effectively; Utilize critical-thinking and problem-solving skills with the ability to recommend practical mitigation strategies; Use strong documentation, facilitation, and organizational skills; Work across diverse teams of technical, business and executive staff; and manage organizational and technological change.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Manager Name
(Print)

Supervisor Signature

Date

Employee and Manager acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.