DUTY STATEMENT

Employee Name:	Position Number: 580-154-1414-009
Classification: Information Technology Specialist II	Tenure/Time Base: Permanent/Full Time
Working Title: Senior Project Manager	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Portfolio Management Office

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

The incumbent works under the general direction of the Information Technology Manager I (ITM I), Project Management Office, within the Enterprise Portfolio Management Office (ePMO), the

Information Technology Specialist II (ITS II) performs all aspects of project management for Information Technology (IT) projects following Project Management Institute (PMI), California Department of Technology (CDT) standards, CDPH standards and industry best practices. The ITS II leverages project management practices and tools for various System Development Lifecycle (SDLC) methods (such as waterfall and agile) through the entire project management life cycle. The ITS II manages and leads all IT Projects adhering to Statewide Information Management Manual (SIMM) Section 17 and SIMM Section 19. In ensuring associated project and contract documents meet control agency-imposed deadlines for IT project approval, development, closing, and reporting processes. Activities will include but not limited to developing and sharing tools, techniques and best practices when managing projects; provide IT project oversight, authorizing IT projects by performing all aspects of the California Project Approval Lifecycle (PAL); managing IT contract acquisitions and resulting contract; ensuring vendor management methods are established and followed; and training and leading project management teams on various aspects of project management.

The ITS II provides clear verbal and written communication to promote common understanding and appropriate information sharing. The ITS II collects information and develops quality reports. The ITS II has extensive contact with colleagues at all levels within CDPH, vendors, other State/Federal departments, and control agencies. The ITS II must exercise sound judgment, effectively manage projects, and produce timely, high-quality IT products in order to align with the ePMO mission to deliver successful technology solutions that advance the missions of CDPH public health programs.

The ITS II will perform duties within the IT Project Management and Business Technology Management domains.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% in-state travel, to include, traveling a minimum of two times a month to Richmond, California.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Performs all aspects of project management for IT projects following Project Management Institute (PMI), California Department of Technology (CDT) California Project Management Framework (CA-PMF) SIMM Section 17 and CDPH standards and industry best practices. Follow all aspects of the California Project Approval Lifecycle (PAL) SIMM Section 19. Leverages project management practices and tools for SDLC methods (such as waterfall and agile) through the entire project management life cycle (initiating, planning, executing, monitoring and controlling, and closing). Manages risks and issues using established risk management processes (risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control). Manages, monitors and controls IT project budget, schedules, and scopes ensuring development of

quality solutions in support of business needs. Monitors project progress, removes development blockers, and promotes a culture of agility and learning. Provides guidance to teams on agile methodology which promotes the rapid and reliable development of applications. Provides training for CDPH project managers and programs on project management focusing on the use of project management standards techniques and tools, managing project risk through all project management phases, collecting and promoting lessons learned across projects and SDLC development, and reporting methods. Provides excellent customer service to CDPH programs and stakeholders to deliver expected results effectively and efficiently.

25% Maintains expert working knowledge of industry technologies, best practices, and trends; makes recommendations to management on the adoption of new tools, platforms, processes, and procedures to improve operational efficiencies. Designs, configures, and manages standards of requirements for project plans for information technology projects, while ensuring adherence to budget, schedule, and scope. Reviews software architecture, documents decisions, and raise concerns on recommendations regarding technical and operational feasibility. Reviews security analysis and reports statuses to leadership; performs risk assessments and documents recommendations on information technology solutions on CDPH information security processes; analyzes incident-related data and leads the determination on the appropriate response; develops implementation plans including cost-benefit or return on investments. Writes technical documentation/end user training of complex systems, processes, and procedures with sufficient detail to enable other technical staff to support and maintain systems. Provides high-level project management expertise, leadership, communication, and mentoring support to project team members, technical staff, vendor consultants, and program customers aligning with technological modernization strategies in support of CDPH programs.

10% Collaborates with various business and technical teams along with Control Agency colleagues. Ensures CDPH and CDT standards and best practices are followed. Accesses, analyzes, and documents and facilitates IT solution strategies based on program business needs and departmental IT enterprise strategies. Coordinates parallel reviews and approvals of documents with multiple versions, internal and external reviews, and tight time frames. Manages expectations while keeping all parties aware of potential risks and impacts to the project and affected business program.

10% Manages IT contract acquisitions including development and approval of procurement documents through contract execution and closeout. After execution of the contract, serves as the main point of contact with the vendor. Ensures vendor management methods are established and managed. Establishes processes to monitor consistency and continuity of the contract management process and conformity to applicable processes, policies, standards, rules, and regulations. Works closely with the program contract manager(s) to manage IT contracts and invoice processing. Resolves contract issues, monitors vendor compliance with terms and conditions of contract and participates in negotiations.

10% Provides verbal and written communication to the project team, internal and external stakeholders and control agencies, to promote clear communication, common understanding and appropriate information sharing. Routinely and effectively collects, documents, and communicates project status with project teams at every level in the organization to enhance project communication, performance, and productivity while providing essential metrics and tools to monitor the overall health of the project. Communicates frequently and efficiently with project teams, executive management and control agencies regarding project status. Increases project success and decreases project risk by establishing effective communication methods

and techniques prior to the start of every project. Facilitates project management team meetings, steering committee meetings and other project related events.

10% Performs IT project reporting by collecting information and developing quality reports for project teams, executives, stakeholders, and state oversight agencies. Develops and delivers presentations to various project and stakeholder groups. Develops standard project reports and presentations. Provides training and guidance on development of standard reports and presentations including the most effective way to communicate, addresses project risk, obtains decisions and set expectations while collecting and delivering project status to various stakeholders.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: J.A.
Date: July 26