



Classification: Information Technology Specialist I

Working Title: Project Manager

Position Number: 358-110-1402-005

Division/Unit: Executive/Enterprise Project Management Office

Assigned Headquarters: CA Lottery Headquarters - Sacramento

Position Eligible for Telework (Yes/No): YES

Job Description Summary

Under direction of the Enterprise Project Management Office (EPMO) Manager (Information Technology Manager I), the Project Manager (PM) will be assigned to perform project management functions in order to facilitate the successful delivery and completion of projects. The PM may be assigned to directly manage one or more projects. The projects may vary in size, complexity, and duration and may include multi-year Information Technology (IT) and/or business related projects of a complex and sensitive nature involving large expenditures. The incumbent will manage projects according to established and standardized Project Management Institute project management methods, guidelines, and principles and ensure that assigned projects follow all EPMO policies, procedures, and standards. The duties for this position are focused in the Information Technology Project Management domain; however, work may be assigned in other domains as needed. Duties include, but are not limited to the following:

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A. ESSENTIAL FUNCTIONS

- 40% Manages projects throughout the entire project lifecycle: conceptualization, initiation, planning, executing, monitoring, controlling, and close out phases. Develops project proposals, business cases, and project charters. Identifies and documents project scope, business objectives, success criteria, assumptions, constraints, and dependencies. Develops project plans and artifacts, detailed project schedules, and manages the project budget, tailoring EPMO methodology to reflect project needs. Ensures project plans are approved and baselined. Identifies, documents, manages, reports, and facilitates resolution of project issues, risks, and decisions. Utilizes matrix project structures, identifies required resources, obtains resource commitments from functional managers and stakeholders, and establishes project teams.
- 30% Provides leadership to the project team and drives projects to achieve successful outcomes and results. Defines project roles and responsibilities. Monitors, controls, and reports status for projects. Ensures all required project data is captured and maintained using the Lottery's project portfolio management tool. Facilitates project meetings. Make presentations to senior management, steering committees, the Portfolio Governance Committee, and other governance bodies. Reviews project deliverables and facilitates reviews and approvals. Escalates critical project issues and risks. Influences project sponsors to ensure outcomes are in accordance with project objectives. Leads the project's



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transition to production and ongoing support, the closeout of the project, and documents lessons learned for future projects.

- 15% Assists in the development and continuous improvement of portfolio and project management standards, guidelines, processes, procedures, methodologies, templates, and other supporting materials and tools used by the Lottery. Supports project managers and leads from outside the EPMO in applying project management tools, methods, and guidelines related to the initiating, planning, executing, and controlling of projects. Responds to and anticipate questions on templates and processes. Assists with developing project concepts, charters, and plans. Coordinates with project leads to ensure timely completion and delivery of project status reports using Lottery project management tools.
- 10% Provides support to the Chief Information Security Officer, and EPMO Manager in analyzing key risks and trends in the Lottery's project portfolio. Evaluates projects that are in process and/or proposed. Analyzes portfolio to identify project interdependencies, resource constraints, and other portfolio metrics, and reports to management for decisions. Assists the EPMO Manager, management, and governance bodies in understanding the scope, schedule, and resources required for successful project delivery.

MARGINAL FUNCTIONS

- 5% Participates in professional development activities to maintain knowledge of current and emerging project management practices, methodologies, tools, and technologies. Researches industry best practices and shares knowledge with EPMO staff and project stakeholders. Develops or participates in project management training, presentations, and knowledge-sharing activities. Performs special assignments and other project-management-related duties in support of EPMO and organizational objectives.

Scope and Impact

- A. Consequence of Error: Failure to execute Project Management Institute best practices while performing the functions of this position may result in the ineffective management of the Lottery's critical enterprise projects.
- B. Administrative Responsibility: The Project Manager reports directly to the Enterprise Project Management Manager, within the Executive Division. The Project Manager is required to act independently and is held responsible for decisions made.
- C. Supervision Exercised and Received: The Project Manager may serve in a lead capacity over cross-functional project team(s) consisting of members from Lottery Divisions, and vendor staff.
- D. Personal Contacts: The Project Manager has daily contact with managers, technical staff, business users as well as other state agencies, vendors, consultants, and outside visitors based on project assignments. The Project Manager will interact with deputy directors and other executive staff through steering committees and the Portfolio Governance Committee.

Physical and Environmental Demands

None



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Working Conditions and Requirements

- A. Schedule: 8:00AM to 5:00PM PST (After hours may be needed to ensure the delivery of project related duties for the California State Lottery)
- B. Minimal: On demand travel may be required to facilitate / participate in project related activities.
- C. Other: The incumbent must maintain an expert level understanding of best practices related to Project Management methodologies. The incumbent will work in a fast-paced environment with competing priorities, and mission critical deliverables.

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date



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Duty Statement Instructions (Rev. 04/2023)

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others'.)
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:

- a. Schedule:



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- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).