



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 1414 Information Technology Specialist II
Branch: Enterprise Modernization Project Branch	Working Title: Vendor Manager Analyst
Unit: Enterprise Modernization Project Branch	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 716-1414-943	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 08/31/2026

Direction Statement and General Description of Duties: Under the general direction of the Modernization Operations Section Manager, Assistant Division Chief/Program Manager (ADC/PM), the Information Technology Specialist (ITS) II manages vendors under the purview of the Enterprise Modernization Project and ensures deliverables by project vendors. The ITSII, Vendor Manager Analyst, performs duties related to IT Project Management and Business Technology Management including, but not limited to: Communications Management, Human Resource Management, Planning, Quality Management, Stakeholder Management, Time/Schedule Management, IT Strategic Planning and Contract Administration. The IT Specialist II is responsible for providing oversight of strategic projects for DMV, special projects such as the Digital eXperience Platform (DXP) Project, and projects that include other departments including the California Department of Technology (CDT).



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Percentage and Essential/Marginal Functions:	
35%	(E) Manages and supports vendor activities for all aspects of the DXP project applying industry standards, principles, guidelines, methods, techniques, and using planning, monitoring, processes and controlling principles to deliver the DXP product solution. Develops and manages work breakdown structures to support project management lifecycle. Plans, leads, and organizes all aspects of vendor management for the DXP project from initiation to maintenance to closure of each complex hardware, software, and IT consulting contract. Determines resources required to complete the project. Verifies work of Vendor Management Associates for content, format, and completeness.
30%	(E) Plans and coordinates with vendors on system components for infrastructure, application design and coding, planning, and implementation. Defines vendor management processes to streamline the processes and establish vendor standards. Audits system performance of vendor products delivered, and ensures vendors deliver product backup and recovery solutions. Collaborates with team members on configuration and release management processes.
20%	(E) Collaborates with stakeholders to determine and make recommendations for DMV products and solutions and ensure projects adherence to schedule and scope. Defines and develops vendor performance measurements and oversees performance outcomes to provide updates to stakeholders. Manages and directs all aspects of vendor interaction and communication related to the project.
10%	(E) Leads and conducts vendor performance reviews, and oversees the quality of deliverables. Ensures vendor products conform to stability, interoperability, portability, security, and/or scalability of the project expectation standards. Contributes to IT strategies and policies pertaining to enterprise-wide IT projects.
5%	(M) Performs other job-related duties as required.



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Supervision Received: The ITS II is under general direction of the Modernization Operations Section ADC/PM.

Supervision Exercised and Staff Numbers: The ITS II leads team members matrixed as resources to Special Projects in the role of Vendor Manager Analyst. Provides general administrative direction concerning assignments. Demonstrates leadership in identifying new issues, techniques and opportunities. Demonstrates vendor leadership. Manages the most sensitive issues.

Physical Requirements:

Special Requirements:

Personal Contacts: Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight and lead individuals or groups. Interactions may be general, confidential, sensitive or informative in nature.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1414-943

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