



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 1402 Information Technology Specialist I
Branch: Governance & Project Management Branch	Working Title: Project Approval Oversight Specialist
Unit: Governance & Project Management Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 706-1402-077	CBID/Bargaining Unit: R01
Conflict of Interest Classification: Yes 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: 12/07/2022

Direction Statement and General Description of Duties: Under the direction of the Information Technology (IT) Supervisor II over the Project Approval and Oversight Unit, the IT Specialist (ITS) I will perform the duties related to Project Approval Lifecycle (PAL) or Oversight services over IT PAL efforts or projects within DMV. The ITS I will perform duties related to the domains of IT Project Management and Business Technology Management that includes, but not limited to: Communication Management, Cost Management, Integration Management, Organizational Change Management, Planning, Procurement Management, Quality Management, Risk Management, Stakeholder Management, Time/Schedule Management, and Legislative Management (IT component). Position duties include the following:



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Percentage and Essential/Marginal Functions:	
30%	(E) (E) Provides guidance and subject matter expertise (SME) for less complex and critical IT PAL Initiative and projects. Develops and sustains cooperative relationships with project sponsors, stakeholders, project managers, and project team (technical and business SMEs) to coordinate and collect the required PAL/Stage Gate, Special Project Reports (SPR), and Post Implementation Evaluation Reports (PIER) documentation., Monitors and tracks project activities, metrics, status, and communicates issues to project team, executive management and stakeholders. Develops Independent Project Oversight Reports (IPORs) as needed, throughout the project lifecycle. Gathers initiative cost estimates and later actual expenditures, performs analytical reviews, and ensures compliance with State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM) requirements. Tracks documentation review and approval through the lifecycle, including the concurrent review, executive review, approval, and submission to California State Transportation Agency (CalSTA), CDT, DOF, Department of General Services (DGS) and the Legislatives Analyst's Office (LAO), as necessary.
20%	(E) (E) Researches, analyzes, and evaluates proposed IT initiatives, legislation bills, or IT departmental initiatives, to recommend if the PAL/Stage Gate process is required and to what extent in according to SAM/SIMM requirements. Reviews and recommends the appropriate project spending authority for all departmental IT procurement activities in compliance with SAM and CDT Statewide Technology Procurement (STP) or DGS requirements.
20%	(E) (E) Evaluates, monitors and ensures the department's methodologies are in compliance and alignment with the California Project Management Framework (CA-PMF), Project Management Institute Body of Knowledge (PMBOK), Business Analysis Book of Knowledge (BABOK), Waterfall and Agile methodologies, SAM/SIMM requirements regarding PAL and Oversight processes, and industry best practices. Defines scope of project in collaboration with senior project managers and team members, and monitors for adherence to schedule and resources. Notifies project sponsors and project manager when an SPR and later a PIER is required in accordance with SAM/SIMM. Prepares and provides status updates regarding PAL/Stage Gate initiatives, SPRs, PIERs and Oversight activities. Participates in contract administration and provides support for the Independent Verification and Validation (IV&V) consultants and other contracted resources, which include assisting with procurement development and contract



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	execution, as required.
10%	(E) (E) Assists management and team members to research and coordinate the responses to control agencies' questions with internal teams and confers with management.
10%	(E) (E) Attends trainings, seminars, webinars, review CDT website, Technology Letters, Budget Letters, etc. to keep abreast of changes in policy (i.e., PAL process, Technology Letters, SAM/SIMM changes, CDT STP and DGS updates, etc.), industry trends, methodologies, and incorporate best practices into internal processes, procedures or guidelines, as needed. Collaborates with PAL or Oversight team members and management to analyze and determine impacts or improvements to processes and/or requirements from control agencies changes to SAM, SIMM, or Budget Letters that impact the PAL and/or Oversight processes. Participates in developing strategies, policies and procedures, as needed.
5%	(M) (M) Schedules, facilitates, and attends meetings with various levels of management and staff as related to PAL and Oversight efforts, special committees, workgroups, or events.
5%	(M) (M) Develops presentation materials and conducts informational sessions to educate the department and stakeholders on the PAL/Stage Gate, SPR, PIER or Oversight processes and requirements. Provides guidance and training to departmental team members, as assigned by management. Collaborates with team members regarding PAL or Oversight processes, business analysis, and project management. Performs special projects, assignment, or duties, as assigned by management.

Supervision Received:**Supervision Exercised and Staff Numbers:** None**Physical Requirements:** Works in an office setting in artificial light and temperature control. Sits in a cubicle, primarily sedentary for extended periods of time. Operates a personal computer, projector, telephone, copier and other office equipment. Incumbent gives presentations and participates in



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meetings, conferences and workshops. Communicates with internal and external customers via e-mail, teleconference, telephone or in person. Requires fine hand manipulation and repetitive use of hands. Occasional reaching above the shoulder level or bending/stooping. Attends meetings on Headquarter campus and off campus.

Special Requirements: Knowledge and experience in PAL/Stage Gate process, including Financial Analysis Worksheets (FAWs), costing estimates, California State budget processes, IT procurements, project and risk management, System Development Life Cycle (SDLC), Waterfall and Agile methodologies, along with knowledge of the California Project Management Framework (CA-PMF), Project Management Body of Knowledge (PMBOK), Business Analysis Book of Knowledge (BABOK), and SAM/SIMM requirements. Knowledge and experience with Oversight activities and project management concepts, principles, practices, and processes such as, project charter, plans, schedules, costing, risk and issue analysis, etc. Experience in effectively planning, organizing, directing, and guiding multi-disciplinary team members. Experience with procurement process and contract/vendor management. Proficient with Microsoft Office tools (Word, Excel, PowerPoint, Project, Visio), Project Online and SharePoint. Positive attitude and highly motivated. Experience delivering services with a focus on excellent customer service. Ability to analyze information and make decisions in a competent and timely manner. Ability to effectively communicate clearly and concisely to all levels both business and IT. Strong facilitation skills and experience in presenting to executive management. Ability to organize workload to accommodate changing priorities and effectively manage multiple assignments concurrently and meet deadlines. Possess effective interpersonal skills, professionalism, to build valuable internal and external relationships. DMV operates 24/7. The incumbent may be required to carry a work cell phone and laptop. There may also be times when the incumbent is required to attend an out-of-town conference, or work evenings and weekends to maintain project schedules or meet deadlines. Must comply with security, privacy, ethics, fraud, sexual harassment, conflict of interest, etc. policies and training requirements, as deemed necessary for the position.

Personal Contacts: Interacts and communicates with departmental executives, management, technical staff, control agencies, business users, and vendors by phone, teleconference, email, 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. Presentations are given regularly to executive management, Directorate, and control agencies. 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



DEPARTMENT OF MOTOR VEHICLES
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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



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Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
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Supervision Received:



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Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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