



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☒Current ☐Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Governmental Affairs and Innovation Training
Classification	Information Technology Specialist II
Working title	Project Manager
Position number	418-100-1414-005
Prepared date	9/08/2026
Effective date	
Name	

Domain

IT Project Management, Business Technology Management, Software Engineering

General Statement

Under the general direction from the Portfolio Manager (Information Technology Manager II), the Information Technology Specialist II (IT Spec II) serves as the Office of Data and Innovation's Project Manager. The Project Manager will have oversight of the critical projects and initiatives. The incumbent will be responsible for planning, organizing, and directing projects, ensuring project deliverables, managing resources, and overseeing communication with stakeholders, the team, executive management and control agencies. The Project Manager will assist with identifying and analyzing business problems to develop solutions and alternatives.

Essential Functions

Percentages	Description
40%	Technical project management • Manages the day to day delivery of assigned projects and initiatives by directing and reporting on projects from initiation through planning, execution, monitoring and controlling, to project closure. • Develops and shares project reports throughout the entire project lifecycle to keep stakeholder and leadership informed of status risks, decisions requiring action. • Develops project management (PM) plans and schedules for assigned projects that conform and adhere to industry-established PM standards. • Manages project level risk, including proactively identifying risk and creating risk mitigation plans that minimize disruption to scope,schedule and budget. • Executes risk mitigation plans as risks turn into issues to resolve them and return the project to its planned baseline. • Implements change management strategies to support stakeholder readiness, adoption, and sustained use of new products, services, processes, and systems. • Evaluates project quality, compliance, documentation; delivers outcomes to stakeholders; and formally closes assigned projects. • Conducts lessons learned sessions at projects close to capture improvements for future projects. • Leads program teams to complete projects and initiatives. • Establishes measurable project outcomes and success criteria in partnership with stakeholders and monitors progress against those measures throughout the project lifecycle. • Contributes project metrics and lessons learned to portfolio analysis led by Portfolio Manager, and applies resulting improvements to assigned projects. • Forecasts resource needs for assigned projects to support delivery planning. • Manage multiple assignments with changing priorities in order to meet critical deadlines. • Incorporates human-centered design principles throughout the project lifecycle by engaging users and stakeholders to understand needs, validate assumptions, and inform project decisions and solutions.
35%	Business analysis • Facilitates discovery and requirements-gathering sessions with subject matter experts, stakeholders, and users to identify business and user needs, pain points, constraints, and desired outcomes. • Supports solution planning, validation, and implementation to ensure business requirements and user needs are effectively addressed. • Creates a collaborative environment among business teams, internal teams and vendors. • Supports development of strategies, plans and policies pertaining to planning, management, and solution delivery.

Percentages	Description
	- Assists with identifying and analyzing business problems and works with technical staff to develop solutions. - Evaluates solution alternatives and collaborates with technical teams and stakeholders to recommend solutions that address identified business and user needs. - Advises internal and external stakeholders in interpreting and appropriately applying complex IT policies and best practices on projects to comply with state mandates.
20%	Business partnership management - Develops and maintains collaborative partnerships with executive leadership, project partners, state agencies, vendors, and business stakeholders to support project alignment, decision-making, and successful delivery. - Develops and delivers executive-level presentations, project updates, recommendations, and decision materials tailored to stakeholders, end users, and leadership. - Manages vendor contracts to ensure schedule, budget, performance, and products are consistent with contract deliverables. - Work efficiently and professionally with customers as a Change Management team member.

Marginal Functions

%	Description
5%	Perform other staff assignments as appropriate and required

Supervision Received

The Project Manager (ITS II) reports directly to the Portfolio Manager, (Information Technology Manager II).

Supervision Exercised

No direct supervision of reports. However, this role will provide functional guidance, task direction, and project coordination to matrixed team members, vendors, and cross-functional project staff.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion,

may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date