

Duty Statement Rank and File

Section I

POSITION INFORMATION

Print or type.

A. Current Position Number 785-256-1402-xxx	B. Probationary Period/Job Evaluation Period 12 Months	C. Form 700 Filer? Yes
D. Incumbent Name	E. Classification/Job Title Information Technology Specialist I	
F. Date of Hire		
G. Unit, Section, Division Project Management Office, Information Technology	H. Location Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager Information Technology Manager I	
K. CBID (Bargaining Unit) R01	L. Time Base Full Time	M. Tenure Permanent
N. Work Schedule Monday – Friday	O. Work Hours 8:00 – 5:00	P. Telework 100% Remote
Q. Background Check Required ☒ Yes ☐ No	R. Job Requires Driving Automobile ☐ Yes ☒ No	S. Certification Required ☐ Yes Click here to enter text. ☒ No

Section II

JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Description of duties

Under the direction of the Information Technology Manager I, the incumbent manages or oversees all phases of the project management and system development life cycles to ensure efficient and effective delivery of unique information technology (IT) products, services, or systems. This position is part of the Office of the Secretary of State (SOS), Information Technology Division (ITD), Project Management Office (PMO). The incumbent will coordinate project objectives by working closely with agency division chiefs and senior management at the SOS. The incumbent is responsible for planning, organizing, managing, and controlling the development and implementation of agency IT projects of varying complexity. Projects include system maintenance efforts, updates or upgrades to existing applications and systems, the implementation of new IT applications and systems, the configuration or customization of Commercial Off the Shelf (COTS) or Modified Off the Shelf (MOTS) software platforms and products, and updates of existing applications and systems in response to new legislation. The incumbent must be knowledgeable and have experience in the technical domain of **IT Project Management**.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
45%	Project Management (IT Project Management) • Create scope, schedule, cost, and resource estimates to plan new IT projects and integrate changes in scope, schedule, costs, and resources with ongoing IT projects. • Manage project budgets, schedules, and resource allocations within the tolerances prescribed by project authorization documents. • Identify, document, track, manage, and report on project risks and issues and develop mitigation and resolution strategies as needed. • Identify, document, track, and manage changes to IT project scope, schedule, and costs by utilizing software applications that support a cohesive Project Management Information System (PMIS) that streamlines IT Project Management for SOS. • Coordinate with representatives of independent oversight entities, including the Department of Finance (DOF), California Department of Technology (CDT), The Statewide Data Center, Department of General Services (DGS), and the California Legislature. • Interpret and apply requirements, standards, and guidelines for IT Project Authorization and Reporting to ensure compliance is met with SOS, CDT, DOF, and DGS direction, policies, rules, and regulations. • Work closely with all members of matrix teams consisting of internal IT staff, agency program staff, other departments, agencies, and consultants. • Lead teams through all phases of project management and system development lifecycles while ensuring project goals and objectives are achieved. • Lead teams to develop unique software products using multiple agile and waterfall project management methodologies aligned with agency strategic plans and recommendations and standards provided by oversight entities. • Adhere to methodologies and guidelines as contained in the Statewide Information Management Manual (SIMM), Project Management Body of Knowledge (PMBOK), Institute of Electrical and Electronics Engineers (IEEE), International Organization for Standardization (ISO), and industry best practices. • Develop and report on metrics and key performance indicators for IT projects and review the quality of work produced by the project team to ensure it complies with project standards. • Create detailed workplans that identify and sequence project work packages, deliverables, milestones, and activities which include identifying and documenting dependencies between tasks; and calculating cost and schedule variances between planned estimates and actual progress.
35%	Systems Oversight (IT Project Management/Business Technology Management) • Gather business requirements, lead teams through all phases of projects and system development lifecycles, ensure the accomplishment of project goals and objectives, develop program policies and procedures, and make recommendations following approved Project Management Methodology. • Prepare Requests for Proposals, Requests for Offers, Statements of Work, Project Approval Lifecycle (PAL) documents, Project Deliver Lifecycle (PDL)

	documents, Special Project Reports, and a variety of other project documentation and reports, as needed. • Perform feasibility studies for proposed projects and the implementation of new IT services and make recommendations for software procurements and strategies to resolve IT-related issues. • Create and maintain project management documentation such as charters, project plans, risk registers, issue registers, change requests, action and decision logs, and risk assessments. • Produce budgetary reports required by the California Department of Technology, the Department of Finance, the Department of General Services, and other agencies. • Produce various project status reports for multiple audiences as prescribed by project communication plans which include project status and project status reports to the SOS Chief Information Officer, Program Division Chiefs, the Project Management Office, and other administrative or executive stakeholders as directed. • Prepare Scope of Work (SOW) documentation for contracts to procure IT products and services, including but not limited to software licensing, software maintenance and support, personal consulting services, or other IT infrastructure or security-related services. • Manage contracts for IT services, including but not limited to software licensing, software maintenance and support, personal consulting services, or other IT infrastructure or security-related services. • Identify and document functional and non-functional system requirements when developing project proposals or as part of a project implementation team.
15%	Business Outreach (IT Project Management) • Implement the elements of SOS' business and strategic plans and develop recommendations for improvement. • Implement tactical directives from agency management to accomplish goals and objectives published in the Agency Information Management Strategy (AIMS). • Work with matrix teams, division managers, and program leads in the SOS (Executive Office, Management Services, and Information Technology) to recommend and implement IT projects that support the agency's performance objectives. • Deliver presentations verbally and in writing to staff, customers, external stakeholders (including other agencies), and all levels of management within the agency.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	(IT Project Management/Business Technology Management) • Update and/or maintains the PMO library. • Assist in writing budget change proposals, standardized plans and report templates as needed. • Perform other duties as required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. They should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
--------------------------------------	-------------------------	------------------

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
--	---------------------------	------------------

Duty Statement Rank and File

Section I

POSITION INFORMATION

Print or type.

A. Current Position Number 785-256-1402-xxx	B. Probationary Period/Job Evaluation Period 12 Months	C. Form 700 Filer? Yes
D. Incumbent Name	E. Classification/Job Title Information Technology Specialist I	
F. Date of Hire		
G. Unit, Section, Division Project Management Office, Information Technology	H. Location Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager Information Technology Manager I	
K. CBID (Bargaining Unit) R01	L. Time Base Full Time	M. Tenure Permanent
N. Work Schedule Monday – Friday	O. Work Hours 8:00 – 5:00	P. Telework 100% Remote
Q. Background Check Required ☐ Yes ☒ No	R. Job Requires Driving Automobile ☐ Yes ☒ No	S. Certification Required ☐ Yes Click here to enter text. ☒ No

Section II

JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Description of duties

Under the direction of the Information Technology Manager I, the incumbent manages or oversees all phases of the project management and system development life cycles to ensure efficient and effective delivery of unique information technology (IT) products, services, or systems. This position is part of the Office of the Secretary of State (SOS), Information Technology Division (ITD), Project Management Office (PMO). The incumbent will coordinate project objectives by working closely with agency division chiefs and senior management at the SOS. The incumbent is responsible for planning, organizing, managing, and controlling the development and implementation of agency IT projects of varying complexity. Projects include system maintenance efforts, updates or upgrades to existing applications and systems, the implementation of new IT applications and systems, the configuration or customization of Commercial Off the Shelf (COTS) or Modified Off the Shelf (MOTS) software platforms and products, and updates of existing applications and systems in response to new legislation. The incumbent must be knowledgeable and have experience in the technical domain of **IT Project Management**.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
45%	Project Management (IT Project Management) • Create scope, schedule, cost, and resource estimates to plan new IT projects and integrate changes in scope, schedule, costs, and resources with ongoing IT projects. • Manage project budgets, schedules, and resource allocations within the tolerances prescribed by project authorization documents. • Identify, document, track, manage, and report on project risks and issues and develop mitigation and resolution strategies as needed. • Identify, document, track, and manage changes to IT project scope, schedule, and costs by utilizing software applications that support a cohesive Project Management Information System (PMIS) that streamlines IT Project Management for SOS. • Coordinate with representatives of independent oversight entities, including the Department of Finance (DOF), California Department of Technology (CDT), The Statewide Data Center, Department of General Services (DGS), and the California Legislature. • Interpret and apply requirements, standards, and guidelines for IT Project Authorization and Reporting to ensure compliance is met with SOS, CDT, DOF, and DGS direction, policies, rules, and regulations. • Work closely with all members of matrix teams consisting of internal IT staff, agency program staff, other departments, agencies, and consultants. • Lead teams through all phases of project management and system development lifecycles while ensuring project goals and objectives are achieved. • Lead teams to develop unique software products using multiple agile and waterfall project management methodologies aligned with agency strategic plans and recommendations and standards provided by oversight entities. • Adhere to methodologies and guidelines as contained in the Statewide Information Management Manual (SIMM), Project Management Body of Knowledge (PMBOK), Institute of Electrical and Electronics Engineers (IEEE), International Organization for Standardization (ISO), and industry best practices. • Develop and report on metrics and key performance indicators for IT projects and review the quality of work produced by the project team to ensure it complies with project standards. • Create detailed workplans that identify and sequence project work packages, deliverables, milestones, and activities which include identifying and documenting dependencies between tasks; and calculating cost and schedule variances between planned estimates and actual progress.
35%	Systems Oversight (IT Project Management/Business Technology Management) • Gather business requirements, lead teams through all phases of projects and system development lifecycles, ensure the accomplishment of project goals and objectives, develop program policies and procedures, and make recommendations following approved Project Management Methodology. • Prepare Requests for Proposals, Requests for Offers, Statements of Work, Project Approval Lifecycle (PAL) documents, Project Deliver Lifecycle (PDL)

	documents, Special Project Reports, and a variety of other project documentation and reports, as needed. • Perform feasibility studies for proposed projects and the implementation of new IT services and make recommendations for software procurements and strategies to resolve IT-related issues. • Create and maintain project management documentation such as charters, project plans, risk registers, issue registers, change requests, action and decision logs, and risk assessments. • Produce budgetary reports required by the California Department of Technology, the Department of Finance, the Department of General Services, and other agencies. • Produce various project status reports for multiple audiences as prescribed by project communication plans which include project status and project status reports to the SOS Chief Information Officer, Program Division Chiefs, the Project Management Office, and other administrative or executive stakeholders as directed. • Prepare Scope of Work (SOW) documentation for contracts to procure IT products and services, including but not limited to software licensing, software maintenance and support, personal consulting services, or other IT infrastructure or security-related services. • Manage contracts for IT services, including but not limited to software licensing, software maintenance and support, personal consulting services, or other IT infrastructure or security-related services. • Identify and document functional and non-functional system requirements when developing project proposals or as part of a project implementation team.
15%	Business Outreach (IT Project Management) • Implement the elements of SOS' business and strategic plans and develop recommendations for improvement. • Implement tactical directives from agency management to accomplish goals and objectives published in the Agency Information Management Strategy (AIMS). • Work with matrix teams, division managers, and program leads in the SOS (Executive Office, Management Services, and Information Technology) to recommend and implement IT projects that support the agency's performance objectives. • Deliver presentations verbally and in writing to staff, customers, external stakeholders (including other agencies), and all levels of management within the agency.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	(IT Project Management/Business Technology Management) • Update and/or maintains the PMO library. • Assist in writing budget change proposals, standardized plans and report templates as needed. • Perform other duties as required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. They should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
--------------------------------------	-------------------------	------------------

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
--	---------------------------	------------------