

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: IT Supervisor II	Position Number: 673-860-1404-009
Incumbent Name: Vacant	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Information Services	Section/Unit: PMO Project Management Section	Reporting Location: 1001 I Street
Supervisor's Name: Sri Somanchi	Supervisor's Classification: IT Manager I	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

The Project Management Office (PMO) section is responsible for leading the most complex CARB IT projects and contracts. PMO manages an average of more than \$100 million in IT projects each year and promotes the use of standardized project management methodologies and best practices throughout the organization. The section is also responsible for best practices in organizational change management and lean processes. The PMO plans, controls, and executes CARB's application development and system integration projects, ensuring that CARB complies with California Department of Technology (CDT) policies and requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience. Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under the general direction of the IT Manager I (ITM I) in the PMO section, the IT Supervisor II (IT Sup II) serves as an IT Senior Project Manager (Sr. PM). The IT Supervisor II is responsible for directing staff and contractors in all aspects of project management and provides planning, project management oversight, resource management, performance review and technical direction.

The IT Sup II will work closely with IT and program staff and will lead the most complex IT projects and provide expert advice, mentoring, consultation, guidance, and collaboration on application development projects. The IT Sup II will lead the development of high value and high complexity IT systems with High public visibility and/or under control agencies oversight. The IT Sup II will provide expert advice, mentoring, training, consultation, and guidance to other CARB PMs. The IT Supervisor

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It will develop standards and provide oversight for IT application development projects that affect CARB.

INFORMATION TECHNOLOGY DOMAINS:

- ☒ Business Technology Management
- ☐ Information Security Engineering
- ☒ IT Project Management
- ☐ Software Engineering
- ☐ Client Services
- ☐ System Engineering

% of Time	Essential Functions
35%	<p>PROJECT MANAGEMENT</p> <p>Provides leadership, direction, oversight, and project management for IT projects of high complexity. Leads projects and provides guidance through all lifecycle stages, including project approval, initiation, planning, testing, execution, closure, and ongoing maintenance and operations. Provides guidance and support for requirements analysis and documentation, system design, development, testing, integration, and implementation of IT systems.</p> <p>Maintains a high level of knowledge in IT project management concepts, methods, and best practices, including Project Management Body of Knowledge, State Information Management Manual (SIMM) and California Project Management Framework Methodology (CA-PMF). Leads in the development, review, and cataloging of documents associated with the State's PAL and all associated stages following the Stage/Gate Model. Prepares and/or provides contractor oversight in the preparation of project artifacts, including charters, schedules, project management plans, project schedules, project requirements, and communications.</p> <p>Directs state and contractor staff in completing project activities including project management, business analysis, and software quality assurance. Manages, monitors, and controls IT project budget, schedule, and scope ensuring the development of quality solutions in support of business needs. Manages project risks and issues through all project management phases. Reports project status and takes corrective action, as necessary. Reviews project work to ensure adherence to State and CARB standards and security controls.</p>
20%	<p>PROCESS/STANDARD DEVELOPMENT AND IMPLEMENTATION/PMO SUPPORT</p> <p>Serves as a key resource in the development and implementation of CARB project management oversight procedures to support CARB IT projects, efforts, and procurement activities. Participates in planning, information sharing, visioning, development, implementation, and continuous improvement for the CARB's IT PMO processes, procedures, templates, and tools to ensure consistency and IT standard compliance in CARB applications. Oversees projects managed by staff and contractors to ensure appropriate practices are followed. Identifies</p>

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	opportunities for improvement in processes, practices and policies through research and evaluation of emerging IT technologies and practices and addresses non-compliance issues. Develops project metric collection project portfolio analysis, project risk analysis, and project lessons learned for continuous improvements. Performs various administrative responsibilities including budget development, resource allocation, and IT strategic planning. Mentors, trains, advises, consults, and collaborates with other CARB project managers and teams in guiding IT projects through the system development lifecycle.
20%	CONTRACT AND BUDGET MANAGEMENT Reviews and makes recommendations for procurement/solicitation documentation such as Request for Proposals, Request for Offers, Requests for Information, Develops Statements of Work (SOWs), and Work Authorizations (WAs) documentation in consultation with OIS' contract staff. Leads in the development, review, and cataloging of Concept Papers, Budget Change Proposals (BCPs), PAL documentations, Special Project Reports, and other documents as required based on program business needs and enterprise IT strategies. Assists in IT contract management support for IT contracts within the PMO. Ensures that contracted staff are effective in the delivery of project services and assist in the approval of contract deliverables and services. Ensures contract staff are reporting their time/hours correctly on the projects. Assists in the development, update, review, and presenting of Financial Analysis Worksheets (FAWs) and IT contract Statement of Work documents as needed. Coordinates with OIS IT Procurement Contract and Reporting Services Team to manage, monitor, and control IT project budgets including but not limited to vendor burn rate analysis, invoice management, work order authorization review and approval, and financial reporting. Track contractor tasks and deliverables to ensure timely completion and best quality. Review invoices and authorize payments upon completion of deliverables.
20%	SUPERVISION Supervises and manages staff and vendors in support of PMO efforts. Performs personnel administrative duties including preparation of employee annual performance reports, probation reports, duty statements and various other administrative reports. Provides direction and delegates assignments to staff and contractors in support. Develops staff and carries out workforce development and succession planning strategies. Reviews and approves monthly timesheets for staff and vendors. Determines staff training needs and creates training plans. Coaches and mentors' staff to facilitate staff development through training, development assignments, and project team participation. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects. Prepares and provides weekly status report.
% of Time	Marginal Functions
5%	OTHER DUTIES Serves as the back-up to the ITM I in the management and oversight of the PMO section in the absence of the ITM I. Other duties as required

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Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. Requires prolonged periods of sitting at a desk and working on a computer.

Involves frequent use of standard office equipment such as computers, phones, copiers, and printers. Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.

Involves prolonged periods of sitting at a desk and working on a computer.

May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____ (language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** 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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

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Do you need reasonable accommodation to perform the essential functions of this position?

☐ Yes ☐ No

Employee Name:

Employee Signature:

Date:

Date