JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Information Technology Specialist II	**1960-1414-072**	**50102125**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DTS / SAP Center of Services**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R01**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Sunny Kaler**	**Information Technology Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**10/20/2026**

Percent of Time	*Activity*

POSITION SUMMARY:

Under the general direction of the Information Technology Manager I (ITMI) / SAP Center of Services Manager, the Information Technology Specialist II (ITS II) serves as a Senior Project Manager. This position primarily functions within the domains of IT Project Management and Software Engineering, with an emphasis on the Software Development Life Cycle (SDLC) in a leadership capacity.

The incumbent supports the Department of Water Resources (DWR) and the State Water Project (SWP) in fulfilling their mission, vision, and strategic initiatives. This role is co-located within the State Water Project Analysis Office (SWPAO) and provides strong support and oversight in Project Management domain and work closely with Software Engineering and Enterprise Software Architecture team. The incumbent delivers both strategic and tactical leadership to support the design, development, and operational sustainability of the Department's SAP systems and must adhere to all relevant DWR IT policies and standards.

ESSENTIAL FUNCTIONS:

This position requires that the incumbent can handle critical business and technical functions effectively and consistently demonstrate knowledge, experience, leadership skills, communication skills, problem solving skills, conflict resolution skills, good decision-making skills, customer facing skills, positive attitude and showcase sound judgment in all situations. The incumbent must work cooperatively during all interactions with peers, colleagues and managers. Maintain regular and consistent attendance. Follow work policies provided by HR/ Manager. Be a courteous, respectful, trustworthy professional. Remain open to new ideas, fair discussions, adaptive and receptive to optimize the solutions presented for deliverables. Participate as an individual and team contributor alike. Foster growth and a positive work environment. Share knowledge with others. Be accountable for own actions and share the team's responsibility for all deliverables assigned to them. Provide strong oversight in the Project Management domain and build good client relationships.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Sunny Kaler	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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40%	**PROJECT MANAGEMENT:** **Lead enterprise-level, strategic IT projects from initiation to completion, ensuring alignment with DWR objectives. Provide expert consultation on project management methodologies, tools, and standards. Develop comprehensive project plans detailing objectives, strategies, technologies, specifications, timelines, staffing, and budgets. Lead cross-functional project teams and oversee scope, schedule, resources, and costs to ensure delivery within SDLC and PMI standards. Conduct risk planning and management, identify issues and develop mitigation strategies. Prepare and maintain essential project documentation in coordination with project stakeholders. Facilitate stakeholder communications and conduct walkthrough's of requirements and specifications. Deliver timely reports and project status updates to executive management and oversight bodies. Utilize practical and adaptable project management methodologies (e.g., Agile and California's new Project Delivery Life Cycle (PDL)) to create Proofs of Concepts (POC's) and Minimum Viable Products (MVP's) for faster and more effective project releases. Understand and adhere to California's Project Approval Life Cycle (PAL) process, PDL and coordinate with control agencies when applicable.**
25%	**PROJECT OVERSIGHT:** **Act as a subject matter expert in project oversight processes. Provide coaching and mentorship to project managers and team members. Identify risks, delivery opportunities, and problem areas in ongoing projects, offering corrective guidance. Ensure adherence to best practices and departmental standards throughout all project phases. Develop and deliver project-related training and lead lessons learned sessions. Build and maintain effective communication channels with stakeholders, sponsors, and executive leadership. Create and present regular status reports and executive-level presentations. Serve as the liaison between program areas and IT for business process identification, requirements gathering, and procurement activities.**
15%	**TEAM LEADERSHIP:** **Provide direction, lead teams, facilitate and coordinate technical leadership meetings and other meetings with technical teams, project teams and business. Support best practices and quality assurance efforts across documentation, requirements, testing, and solution design. Facilitate issue resolution and promote collaboration among team members. Encourage continuous learning and the application of new technologies and methodologies.**
10%	**CONTRACT MANAGEMENT:** **Prepare procurement documents such as Requests for Proposals (RFPs) and Requests for Offers (RFOs) in accordance with state and departmental policies. Participate in vendor selection processes and performance evaluations. Oversee contractor activities and ensure contract deliverables are met in alignment with project goals.**

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5%	**PROCESS IMPROVEMENTS:** **Support organizational initiatives to improve people, processes, and systems. Demonstrate flexibility in adapting to change and recommend improvements for operational efficiency. Foster a culture of collaboration, innovation, and shared accountability.**
5%	**PROJECT MANAGEMENT OFFICE (PMO) SUPPORT:** **Contribute to the ongoing development and refinement of PMO policies, standards, and methodologies. Participate in lessons learned sessions, quality reviews, and process enhancement activities.**
	WORKPLACE CONDUCT AND BEHAVIORAL EXPECTATIONS: **Demonstrate professionalism, reliability, and accountability in all aspects of work. Maintain cooperative and respectful relationships with team members, managers, and stakeholders. Foster a positive, inclusive, and growth-oriented work environment. Exhibit strong decision-making, problem-solving, and communication skills. Act as a role model in upholding ethical standards, confidentiality, and a commitment to public service.**
	CORE COMPETENCIES: **All incumbent is expected to demonstrate the following core competencies in these areas, adaptability and flexibility, communication, customer/client focus, teamwork, respectfulness, work standards and quality orientation.**
	CLASSIFICATION COMPETENCIES: These classification are required for the position, analytical thinking, ethics and integrity, interpersonal skills, managing work, time management, personal credibility, planning and organizing, technical and professional knowledge, thoroughness, written Communication
	SPECIAL REQUIREMENTS **Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, domain administrators). Incumbent must maintain strict confidentiality when participating in any e-discovery or forensics type of activities, or any other situations where discretion is required.**
	All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.
	The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.

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	KNOWLEDGE, SKILLS AND ABILITIES: **The incumbent must have demonstrated expertise in Project management methodologies, including Agile and traditional SDLC. Business analysis, technical documentation, and system architecture. Risk management, quality assurance, and change management. Communication with diverse stakeholders, from technical teams to executive sponsors. Procurement and contract oversight in a public sector context. Identifying and implementing emerging technology solutions. Compliance with privacy laws, security protocols, and audit processes.**