State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 9, 2026	Information Technology Division	Project Management Office	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
Information Technology Specialist I		830-102-1402-003

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
Sacramento	MONDAY-FRIDAY 8:00am – 5:00pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	No	E	R01

Under direction of the Information Technology Supervisor II, this position is a Project Management Office (PMO) project management and enterprise architecture specialist. The incumbent demonstrates full competence in analytical, technical, and administrative functions in support of CalVet's information technology (IT) projects and enterprise architecture office. The incumbent independently manages single or multiple projects ranging in complexity and supports the development and maintenance of enterprise architecture methods. This position works closely with CalVet Executive staff, Project Managers, Project Team Members at all levels, and Contractors. The primary duties of this position are focused in the Project Management and System Engineering domains; however, duties may be assigned in the other domains as needed.

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Apply industry standards, principles, methods, and techniques to manage projects through all phases of the Project Management and System Development Life Cycles. Monitor and track project milestones and deliverables to ensure the project deliverables are on time, within budget, and at the required level of quality. Define project scope, develop and maintain project schedules for effective project completion, and lead and/or direct the documentation of business processes and operational activities. Create project management planning documents; analyze and design project objectives; organize resources; track and monitor activities; coordinate communications; resolve issues; create status reports and presentations; and write post-implementation evaluation reports. Participate in procurement and contracting activities, from market survey through contract management, utilizing project management skills and knowledge to ensure project success. Using standard templates for meeting agendas and meeting minutes, schedule and facilitate meetings and working sessions; record and distribute meeting minutes. Manage dates and documentation for various project meetings; monitor shared email accounts, answer emails, and forward appropriately; and update and manage action items for various projects.
25%	Participate in the planning, development, and maintenance of the enterprise architecture office. Conduct research and perform analysis in consideration of business implications and technology to the current and future business environment. Prepare technical documentation related to the operations and maintenance of system components. Advise, create, or participate in the design of new system architecture, standards, and methods to support organizational needs. Coordinate and consult with users, administrators, and engineers to identify business and technical requirements. Identify infrastructure system requirements and recommend technology.
20%	Participate in large-sized (enterprise-wide) IT projects and manage one or more project management processes; participate in development of Project Approval Lifecycle documentation; develop project management plans and other project related documents. Formulate business cases, conduct research analysis, and develop decision making documents related to

	technology endeavors. Provide IT consultation to business community to support business programs and assist in identification of business and technical requirements.
5%	Provide project management guidance to assist staff in completing projects timely and within scope and cost. Formulate and recommend project management templates, policies, and procedures.
5%	Ensure appropriate information security standards, policies, and controls are managed based on role. Ability to travel to the various Veterans Homes and to various training courses as required.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					**X**
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					**X**
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					**X**
WALKING: Within the department to various units.			**X**		
SITTING: Work station; meetings; training.			**X**		
STANDING: Copy documents; review records.			**X**		
BALANCING:		**X**			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.		**X**			
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					**X**
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					**X**
LIFTING UP TO 10 LBS:					**X**
LIFTING 10-25 LBS:		**X**			
LIFTING 25-50 LBS:		**X**			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					**X**

REACHING: Answer telephone; use a mouse; retrieve documents from printer.			X		
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.		X			
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The 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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**