State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **CURRENT**

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Data Technology Division (DTD)/Information Technology (IT) Governance and Support Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-028-1402-905
UNIT NAME AND LOCATION IT Project Management Office/Sacramento	CLASS TITLE Information Technology Specialist I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Information Technology Supervisor II the incumbent will engage in the duties of a Project Manager to independently lead and manage the complex CDFW Law Enforcement Division (LED) IT Projects and Project Approval Lifecycle (PAL) and defining and managing a project approach for specific projects or IT Project Concept Request initiatives to implement best practices for Agile Project Management, Waterfall, or a hybrid approach. Lead the interdisciplinary project management team in the development of project management plans to efficiently communicate the project goals and expectations with the stakeholders, project sponsor, and team.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
35%	**Project Management** Manage LED IT projects (custom-built, Software as a Service or Commercial Off-The-Shelf) following Project Management Institute methodologies and CDFW internal processes from conception through closeout. Lead or support project initiating activities including project charter development, stakeholder identification, preliminary requirements gathering, and initial risk identification. Responsible for effective planning of projects using approved project management plans and artifact templates. Develop project baselines and comprehensive project management plans using approved templates and standards. Select and execute the appropriate Software Development Lifecycle methodology for each project. Manage and direct project execution, including task assignments, work authorization, defect and issue management, and change-control processes. Facilitate meetings, request and implement approved changes, and ensure clear communication across stakeholders. Coordinate resource allocations with functional managers; maintain required project documentation and artifacts. Track, monitor, and report on project performance, including schedule, scope, risks, and deliverables. Report status to stakeholders and leadership, ensuring transparency and timely decision-making. Lead multi-disciplinary project teams (state and vendor) and serve as primary point of contact for project execution. Manage scope; measure and report performance; run risk-management processes; conduct integrated change control; obtain acceptance of interim deliverables. Ensure project work meets requirements; finalize procurement closure; secure formal acceptance of the final product; and complete handoff of the completed project.
30%	**Business and Information Systems Analysis** Partner with subject-matter experts to elicit, refine, and validate business and technical requirements. Analyze alternative solutions, considering technology, business processes, environmental, fiscal, and regulatory constraints. Document current systems, workflows, business processes, inputs/outputs,

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	and supporting artifacts. Create requirement models, workflow diagrams, process maps, data models, and task analyses. Guide programs through the IT Project Approval Lifecycle (PAL), ensuring accuracy and completeness of PAL Stage Gate documentation. Act as liaison between program leadership and project teams, ensuring expectations are properly managed. Conduct requirements-gathering sessions and translate technical concepts for program staff in a clear and accessible manner.
20%	**Project Management Governance/Project Portfolio Management Activities** Collaborate with program staff to develop PAL documentation across Stage Gates. Work with the IT Governance and Support Branch, IT Systems Branch (ITSB), and other DTD stakeholders to create and refine policy, processes, procedures, and continuous improvement activities. Contribute to developing and maintaining the project-management template library. Participate in enterprise governance model development (corporate, program, project, delivery capability). Support and enforce consistent application of ITSB development standards and design security requirements. Ensure integration points across applications in the ITSB portfolio are appropriately designed. Contribute to portfolio development; prepare and present recommendations to senior management and the portfolio committee. Educate staff on project-portfolio management fundamentals and project-selection methodologies.
10%	**Scrum Master** Manage project scope and timelines within Agile frameworks; coordinate sprints, sprint planning, and daily stand-up meetings. Foster internal communication and team collaboration; support consensus building and decision-making. Work closely with the Product Owner to manage the backlog and prioritize requests. Identify and remove impediments; resolve conflicts; enable smooth sprint execution. Ensure high-quality deliverables at the end of each sprint. Assist with workflow monitoring, reports, and Service Level Agreement adherence.
5%	**NON-ESSENTIAL FUNCTIONS:** Provide technical solutions consistent with CNRA technology strategies and industry best practices. Perform administrative tasks, attend career development and training programs as appropriate to contribute to the achievement of Data and Technology, IT Governance and Support Branch. Attend career-development and training programs or seminars as appropriate to support achievement of Department goals. **Special Personal Characteristics:** Possess project foresight and communicate effectively; possess strong team-building skills and enthusiasm to inspire and influence the team; demonstrate problem-solving, critical-thinking, and analytical-reasoning skills; collaborate effectively and take thoughtful risks to innovate; demonstrate ability to act with integrity; commit to quality and strive for excellence and productivity; demonstrate flexibility and adaptability. **Interpersonal Skills**: Demonstrate active listening and ability to resolve conflicts; negotiate effectively; solve critical and complex problems, form intelligent conclusions, and clearly articulate solutions to individuals unfamiliar with IT. **WORKING CONDITIONS**: Ability to work at a desk using a computer keyboard several hours a day. Work involves primarily sitting but may involve walking or standing. The position is headquartered in the DTD offices; however, the incumbent may occasionally visit other state offices or other CDFW offices. Attend meetings and collaborate with staff statewide to complete work assignments. Occasional travel may be required up to 5%.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)

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

PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**
I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**