STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Information Technology Specialist III	D20/PBMD/Enterprise Portfolio Services	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Project Manager	900-170-1415-003	05/06/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the administrative direction of the Information Technology Manager II (ITM II), Enterprise Portfolio Services, within the Project and Business Management Division (PBMD), the Information Technology Specialist lll (ITS III) serves as a Senior Project Manager in the Enterprise Portfolio Management office. The ITS III is a horizontal role demonstrating strategic technical leadership, influence, and expertise to support and deliver best practice solutions to Caltrans. The incumbent is an expert level advisor and is a critical part of the Portfolio Management team, participating in portfolio and project management. The incumbent will direct the most critical/complex projects where the consequences of error may have a serious detrimental effect on operating efficiency of Caltrans. This position represents the highest level of expertise available in state service working to support the systems and services of the IT project management domain.

The position's duties and activities are performed primarily within the IT Project Management technical domain. The position provides enterprise project management for the Department's most sensitive and complex information technology projects, as well as management and oversight for the Enterprise Technology Portfolio. Incumbent must adhere to all Information Technology and Project Management Governance Policies and Standards as set by the Division Chief, Chief Information Officer, State Administrative Manual (SAM) and State Information Management Manual (SIMM).

Domain: IT Project Management

CORE COMPETENCIES:

As an Information Technology Specialist III, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Equity, Innovation, Pride, Stewardship)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Equity, Prosperity - Equity, Innovation, Integrity, Pride, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Serve as an Enterprise Portfolio and Project Manager. Plan, direct, organize, and control all work activities for critical enterprise projects and portfolio. Perform full range of project management activities including, but not limited to, project integration management, procurement management, contract management, time management, scope management, schedule management, quality management, cost management, human resource management, risk management, and communications management. Provide oversight to all aspects of projects. Manage project teams consisting of both internal and external resources. Document project scope, schedule, budget, and required resources. Develop and manage all project deliverables to quality, schedule, and budget. Evaluate the effectiveness of projects through the development and monitoring of performance measurements. Monitor compliance with established plans, schedules, and directives. Ensure cost-effective use of project resources. Pro-actively identify and manage project risks. Review/approve defined project internal and contractor deliverables. Works with the technical team to integrate and implement the project's technical solution and ensures that the technical solution(s) are delivered, integrated, and compatible with standards and the enterprise architecture. Develops and maintains effective communication and working relationships with the Caltrans CIO, department executive management, state agencies, vendors, and business stakeholders. Provide reports to Executive sponsors, management, and project steering committees. Facilitate project meetings with business users, project teams, executive steering committee, management, and stakeholders. Assists project sponsors and management in the preparation of recommendations, presentations, and decision-making analysis. Perform all activities in the interest of the State while following the highest ethical standards.
35%	E	Manage and provide oversight of the Departmental Information Technology Project Portfolio. Facilitate, manage, track and control the cross-functional Technology Portfolio. Assist the Division Chief in directing the establishment of policies and processes for the Caltrans enterprise-wide Technology Portfolio. Exercise defined authority to formulate, recommend, and implement Department policies and practices related to IT project management. Manage and/or direct the planning, organization, execution, and post-close out activities for IT non-delegated projects. Develop and implement procedures and standards to operationalize the portfolio and maintain the portfolio information, establishing portfolio artifacts, management reports and presentation formats. Facilitate the development of the required CDT project approval process forms and deliverables in collaboration with the Department and other Control Agencies. Ensure the ability to tangibly measure results of technology efforts, including, Return of Investment and Return on Value. Work with Department IT leadership to ensure operational plans are aligned with information provided by program and Caltrans' overall strategic objectives and goals. Responsible for maintenance of project management policies, procedures, and tools as appropriate. Assists management in complying with complex control agency mandates (technical, financial, and reporting); reduces the risk of costly errors and time consuming delays on IT projects; and ensures that the departments' information technology projects are consistently managed in accordance with State, Agency, and industry standard processes.
10%	E	Provide oversight of Caltrans IT Governance policies and practices to ensure Department-wide adherence to IT processes and standards. Perform IT Governance activities including: formulate and recommend of Governance policies, practices, processes, and procedures; implement and enforce IT Governance; and perform governance reviews and audits. Conduct technology operational performance analysis and report findings. Provide expertise and input in strategic and tactical planning activities associated with promoting IT direction. Review proposed feasibility study reports, budget change proposals, project proposals, and other IT-related proposals and provide analysis to IT Executives. Review and provide recommendations to the Senior Management on system-wide information technology policy and procedures. Provide strategic direction and guidance for the Caltrans IT Governance program. Build cooperative relationships with the Caltrans program areas to encourage partnership in the evaluations and development of technology-related projects on their behalf including assisting with business case development, conceptual solution design, and budgetary estimates.

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5%	M	Represents the Division and Caltrans IT at various meetings, conferences, award ceremonies, and recruitment events. The incumbent will perform other duties in the specified domain as needed.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent has no direct supervisory responsibilities. However this position acts as a team lead directing the most critical/ complex projects. Incumbent must possess ability to direct or coordinate duties and responsibilities to project personnel; negotiate for resources with project stakeholders or suppliers; perform vendor performance and contract management as related to information technology and project management.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires an innovative, strategic, and collaborative mindset. The incumbent must possess knowledge of:
Caltrans' Strategic Plan, the 2050 California Transportation Plan, and related plans and reports.
Deep understanding of principles and practices of project, portfolio, organizational change management, cost/benefit analysis, budgeting, and strategic management.
Strong business acumen and ability to translate business needs into technical solutions.

The incumbent must have the ability to prepare and deliver oral presentations, along with the ability to develop and prepare well written documents, and direct cooperative working relations with representatives of all levels of government, the public, and Legislature. The incumbent must analyze and resolve highly complex and/or politically sensitive problems from inter-department, inter- agency and public relations issues. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, propose alternative courses of action, reason logically and creatively, and make objective recommendations in all issues in relation to the enterprise IT project and portfolio.

The incumbent must have the ability to develop and evaluate alternatives, make sound recommendations and decisions, and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of project staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise key stakeholders and other interested parties on a variety of subject-matter areas, translating technical terms into everyday language; gain and maintain the confidence and cooperation of all levels in the organization; and effectively contribute to the department's equal employment opportunity objectives. Act tactfully in difficult situations; negotiate and resolve issues without confrontation; communicate effectively; act independently with flexibility and tact, and lead and motivate staff and team members. Must handle political, behavior, and systematic workplace issues. Think strategically to devise unique solutions and provide alternatives to solve existing problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent may have extensive decision-making authority and direct the most critical/complex projects where the consequence of error may have a serious detrimental effect on the operating efficiency of the organization. The incumbent must exercise good judgment, analyze problems, and take appropriate action. Bad judgment and/or decisions will have a negative impact on the Department's ability to process critical decision-support information and therefore; impact the the ability to deliver its transportation mission.

PUBLIC AND INTERNAL CONTACTS

The incumbent will interact and collaborate with a variety of internal and external contacts, including, but not limited to, project stakeholders, Sponsors, Executive Steering Committee, Division Chiefs, CA Dept. of Technology/Oversight, Agency, and contractors. In performing the responsibilities of this position, the incumbent may have contact with other departments, governmental agencies, or private companies concerning information technology and business management best practices. Must develop and maintain strong working relationships with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone and may be required to lift and move supplies and equipment from one location to another. The incumbent must be able to walk between multiple State buildings and have a thorough knowledge of Caltrans building locations. This is a fast-paced job with a lot of deadlines. Thus, the incumbent in this position will be required to multi-task, be open to change, adapt to changes in priorities and policies, and to complete tasks or projects with short notice. The incumbent must be able to sustain mental activity needed for problem solving which includes reading, writing, analyzing, understanding, interpreting, consulting, developing alternatives, drawing sound conclusions, and recommending, implementing and evaluating solutions. The incumbent must be able to exercise sufficient control over emotions to gain and maintain the confidence and respect of others, recognizing and acknowledging

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emotionally charged issues or problems and responding appropriately to them. The incumbent must be able to lift IT equipment to 45 pounds.

WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. While at their base of operation, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will be required to travel in state, out-of-state, and internationally. The incumbent must carry a cell phone and respond to calls after hours to lead multi-disciplinary IT professionals team(s) in organizing, analyzing, troubleshooting and resolving IT portfolio related matters; may travel to various Caltrans locations to provide expertise for IT operations.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

If not working remotely, the employee will work in a climate-controlled office under artificial lighting using a personal computer. The employee may be required to work for extended periods of time in a computer room that maintains an approximate temperature of 70 degrees.

The employee may be required to travel. When available, a State vehicle will be provided. Possession of a valid driver's license is required when operating a State owned or leased vehicle. If the employee utilizes their own personal vehicle, they may be reimbursed for travel expenses.

Some weekend or after-hours may be required. The employee must carry a cell phone and respond to calls after hours.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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