State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Information Technology Specialist II	Senior Project Manger

PROGRAM NAME	UNIT NAME
Office of Information Services	Project Management Office

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
2180 Harvard St. Ste. 160. Sacramento, CA 95815	400 – 175-1414-xxx

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	E	No	Yes	No

General Statement

Under the general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) performs all aspects of project management for Information Technology (IT) projects following Project Management Institute (PMI), California Department of Technology (CDT) standards, DIR standards, and industry best practices. The ITS II leverages project management practices and tools for various System Development Lifecycle (SDLC) methods (such as waterfall and agile) through the entire project management life cycle. The ITS II manages and leads IT projects, adhering to Statewide Information Management Manual (SIMM) Section 17 and SIMM Section 19, ensuring associated project and contract documents meet control agency-imposed deadlines for IT project approval, development, closing, and reporting processes.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
40%	IT Project Management Leads all phases of project management for the CalOSHA Modernization project, by working with the project sponsor/owners, PMO leadership and functional and technical managers of various systems in the areas of scope, budget, schedule, and resource allocations for assigned projects. Leads cross-functional teams through all project phases and system development lifecycle phases to achieve the goals and objectives of the CalOSHA Modernization project. Facilitates gathering and analysis of business requirements, system design, development, testing, integration, and implementation of products or services of the assigned projects. Works closely with various domain and functional teams consisting of internal IT staff, program staff, other departments, agencies, and consultants to execute, monitor and control project activities including corrective and/or preventive actions. Works closely with DIR IT procurement team and Office of Statewide Technology Procurement (OSTP) team for project acquisitions, artifacts and documentation. Proactively identifies project risks, develops risk response plans and coordinates their execution. Works closely with project sponsors, the Enterprise Project and Portfolio Officer, DIR budget team, CDT and Department of Finance (DOF) in budget estimates for projects, bill analyses, and budget change proposals. Manages and works closely with vendors to ensure timely, quality delivery and strong partnership. Schedules and leads project related meetings and discussions.

	Responsible for securing required approvals on project documents. Interprets and applies requirements, standards, and guidelines for IT Project management and reporting to ensure compliance with departmental and State of California IT policies and procedures. 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 CA-PMF. Responsible for change and release management activities for the assigned project including pre- and post-cutover and go-live activities. Performs all aspects of the California Project Approval Lifecycle (PAL), including preparation of PAL Stage 1–4 deliverables (Business Analysis, Alternatives Analysis, Solution Analysis, Project Readiness and Approval), Special Project Reports, Post Implementation Evaluation Reports (PIER), Feasibility Study Reports (FSR), and Financial Analysis Worksheets (FAW) as required by CDT. Evaluates project quality and compliance against established criteria; conducts post-implementation evaluations and lessons learned sessions to identify improvement opportunities for future projects.
30%	Collaboration and Coordination Coordinates with the PMO and other DIR Divisions in preparing project reports required by internal and external stakeholders including the California Department of Technology (CDT) independent project oversight. Consults and collaborates with other project managers and teams in guiding projects through concept through implementation. Delivers presentations both verbally and in writing to internal and external stakeholders (including other agencies), and management of all levels within the department. Coordinates and facilitates Change Release Management meetings as needed. Collaborate with oversight teams as needed in the facilitation of project audits and ensure critical documents aligned with state standards and best practices. Assists vendors or works with state staff to develop and implement organizational change management (OCM) plans to facilitate user adoption of new systems, including stakeholder impact assessments, communication strategies, training plans, and readiness assessments. Supports IT project portfolio management activities, including portfolio-level risk assessment, resource capacity planning, project prioritization recommendations, and alignment of project goals with departmental strategic objectives.
25%	Project Documentation Responsible for the development and maintenance of all project artifacts and documentation throughout the project lifecycle, including but not limited to, project scope, charter, Work Breakdown Structures (WBS), project plans, resource plans, project schedules, risk/issue logs, change logs, decision logs, closure documentation, and other documentation as required. Work with contract manager to create reports for Senior Management, track and report metrics associated with projects and/or enhancement releases. Prepare other reports as needed. Develops and maintains lessons learned, post-implementation evaluation, and project closeout documentation; tracks quality metrics and project performance measures. Prepares and maintains project artifacts required for PAL, SIMM Section 17, SIMM Section 19, CDT independent project oversight, audits, and control agency reporting.

Percentage of Time Spent	**Marginal Job Functions**
5%	Provides leadership by overseeing lower-level staff. Attend professional and State or Department mandated training courses as needed and perform other related duties as required.

Conduct, Attendance, and Performance Expectations

This position requires the IT Specialist II to maintain acceptable, consistent and regular attendance at such level as is determined at the department's sole discretion; Must be regularly available and willing to work the hours the department determines necessary or desirable to meet its business needs.
The IT Specialist II effectively communicates (orally and in writing) appropriately when dealing with the public and/or other employees of the department; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Supervision Received

The IT Specialist II is under general direction and receives the majority of assignments from the IT Manager I however direction and assignments may also come from the Assistant Chief Information Officer.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Work is performed primarily in a standard office environment with the possibility of remote work as authorized under departmental telework policies and applicable collective bargaining agreements. The incumbent may be required to attend in-person meetings, vendor presentations, and State facility visits within California on an as-needed basis. Standard office equipment including computers, monitors, printers, and telecommunications devices are used on a regular and recurring basis. Assignments may involve deadline-driven deliverables and concurrent multi-project workloads requiring effective time management and prioritization.

Special Requirements/Other Information

DIR does not participate in E-Verify.

Physical Abilities

The position requires the ability to work in a stationary position for long periods of time and for prolonged work at a computer.

Additional Requirements/Expectations

Requires some occasional traveling and in some cases overnight traveling to DIR offices within the California

State.

Personal Contacts

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of 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	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date