

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager I (ITM I)	Working Title Assistant Project Director
Employee Name Vacant	Position Number 791-719-1405-001
Project/Division Name Electronic Visit Verification (EVV) Phase II	Supervisor's Name Charu Varshney
Unit Project Management Division	Supervisor's Classification IT Manager II
Physical Work Location 2495 Natomas Park Drive Ste, 530, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</p> <p><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> Other (<i>specify below in Description</i>)</p> </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>The Electronic Visit Verification (EVV) Phase II Project (also known as California EVV or CalEVV) is a multi-departmental effort with five sponsoring departments under the California Health and Human Services Agency (CalHHS). CalEVV was driven by a federal mandate. The CalEVV Solution is a telephone and computer-based method that electronically verifies in-home service visits for personal care services (PCS) and home health care services (HHCS) provided under the Medi-Cal State Plan and all Medicaid waiver programs. CalEVV was implemented in 2022 and is currently in the maintenance and operations (M&O) phase. CalEVV supports programs within five departments: California Department of Developmental Services (DDS), California Department of Health Care Services (DHCS), California Department of Public Health (CDPH), California Department of Aging (CDA), and California Department of Social Services (CDSS). In addition to various stakeholder groups throughout the State, the user community for this solution includes 173 jurisdictional entities and more than 7,000 provider agencies.</p> <p>Under the direction of the CalEVV Project Director (ITM II), the Assistant Project Director (ITM I) is responsible for overall operations and project initiatives, leading the multi-discipline, diverse team to seamlessly execute tasks and meet objectives. This role is pivotal in ensuring the smooth progression of project timelines, resource allocation, and task management.</p> <p>While current assignment resides within the CalEVV organization, the Office of Systems Integration (OSI) reserves the right to change assignments to best meet its portfolio and business management need.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input checked="" type="checkbox"/> Business Technology Management</p> <p><input checked="" type="checkbox"/> Client Services</p> <p><input checked="" type="checkbox"/> Information Security Engineering</p> </div> <div style="width: 45%;"> <p><input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input checked="" type="checkbox"/> Software Engineering</p> <p><input checked="" type="checkbox"/> System Engineering</p> </div> </div> <p>Summary Statement (Briefly describe the position's organizational setting and major functions): The incumbent is responsible for overall solution design, configuration, implementation, and maintenance and operations of the CalEVV Solution, which is a Commercial-off-the-Shelf (COTS) Software-as-a-Service solution. This position supervises the Contract Operations Manager (ITS II) and Budget Manager (SSM I (Specialist)). Although a supervisory role, the CalEVV team is a small unit and therefore this position is required to be an active working manager and team member, often being required to complete team level tasks in addition to their regular workload.</p>	

Percentage of Duties	Essential Functions
25%	Responsible for leading and managing all project management and technical aspects of the solution operations and enhancements, which includes but is not limited to requirements analysis, deliverable review and updates, project plans, solution design and configuration, system testing, system deployment, user testing, release management, end user support, incident management, data analysis, data quality, and process improvements, managing risks and issues. Responsible for coordinating overall efforts with sponsor department PM leads (and technical and business SMEs as needed) and contractor resources to ensure contract compliance and that the executive sponsors are satisfied with progress.
20%	Responsible for oversight of contract and budget management. Responsible for review, approval, and management of procurement activities, including development of consulting contracts (e.g., Request for Offers), execution of contract amendments (e.g., consulting contracts or the prime EVV contract), and/or re-procurement of an EVV solution provider (e.g., Request for Proposal). Responsible for ensuring contract compliance, including review and approval contract deliverables and invoices. Responsible for development and completion of interagency agreements (IAA) and IAA amendments. Responsible for ensuring development and approvals of Budget Change Proposals (BCPs) and other cost management practices.
20%	Responsible for stakeholder management activities, including collaborating and working with oversight and control agencies, state and federal partners, and OTSI executives. Responsible for proactively engaging and communicating with sponsor departments. Responsible for developing and delivering reports and presentations for executive leadership. Responsible for collaborative decision making and consensus building.
15%	Responsible for ensuring all federal and state requirements are met in full and adhered to for compliance. This includes overseeing the development and management of quarterly Key Performance Indicator (KPI) reports as well as managing any change requests resulting from federal or state regulation/policy changes. Responsible for ensuring development and delivery of the federal Advanced Planning Documents (APD). Responsible for ensuring development and approvals of Budget Change Proposals (BCPs). Responsible for adherence to the Statewide Information Management Manual, the Code of Federal Regulations, and department regulations and guidelines.
15%	Responsible for management of state staff and consultant staff, including leadership of team assignments, performance management, staff onboarding/offboarding, disciplinary actions as needed, staff recruitment and hiring, and staff coaching. Responsible for supporting and encouraging staff growth, training, and knowledge transfer. Responsible for advising and making recommendations to the OSI and sponsor department team members. Responsible for supporting and participating in lessons learned sessions at key project milestones.
Percentage of Duties	Marginal Functions
%	Click here to enter text.
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Intermittent (34-50%)

Sitting:

Intermittent (34-50%)

Walking: Rarely (1-6%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%

Other: [Click here to enter text.](#)

Type of Environment: a. N/A b. N/A

Interaction with Public: a. N/A b. N/A c. N/A.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)

This position supervises an Information Technology Specialist II (Contract Operations Manager), a Staff Services Manager I (Specialist) (CalEVB Budget Manager), and an Information Technology Associate (Project Support Analyst)

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Charu Varshney

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

Duties meet class specification and allocation guidelines.

Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

VP

3/14/2024

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

[Click here to enter text.](#)

** AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE