

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
CHIEF PROJECT OFFICER

Name:
Effective Date: xx/xx/2021

SCOPE:

Under the administrative direction of the Chief Deputy Director/Deputy State Chief Information Officer (CIO), Department of Technology, the Chief Project Officer (CPO), Office of Statewide Project Delivery (OSPD), is responsible for Project Approvals and Oversight (PAO), Statewide Technology Procurement (STP) and the California Project Management Office (CA-PMO). The Chief Project Officer is responsible for the department's ability to assist Agencies/state entities in planning and implementing successful information technology (IT) projects and procurements to ensure that the state's investments in technology are strategic, coordinated and achieve California's strategic objectives.

ESSENTIAL FUNCTIONS

The incumbent is required to have extensive knowledge of organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of problem solving; principles and practices of policy formulation and development; personnel management techniques. The incumbent is also required to exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; work under pressure to meet deadlines.

SPECIFIC DUTIES:

The CPO is responsible for program management, portfolio management, risk management, remediation and attendant methodologies, of highly complex and sensitive IT projects and procurements, as well as oversee the governance process for enterprise IT policy development and tactical planning. Specific duties include:

- 30% Oversee and coordinate all IT project and procurement policy formulation and provide the direction needed to implement the State's IT priorities and initiatives consistent with the State's business needs. Ensure that IT policies align with strategic plans, initiatives and industry best practices, as well as consistency in the application of overarching IT project and procurement policies and procedures. Evaluate statewide IT project management and attendant project performance, and determine oversight and risk management requirements for approved IT departmental projects. Coordinate with other control agencies as needed to insure successful project completion. Escalate unresolved major/critical risk project management and funding issues for remediation/action by the Chief Deputy Director/Deputy State CIO.

- 30% Advise the Chief Deputy Director/Deputy State CIO and Director/State CIO in the formulation of state IT project and procurement policies. Function in a consultative role with the Chief Deputy Director/Deputy State CIO relative to state and Office initiatives, policies, and standards in support of the Department of Technology's goals and objectives. Advise the Chief Deputy Director/Deputy State CIO and Director/ State CIO regarding major issues confronting the Department.
- 30% Plan and direct executive management at the Agency and Departmental levels via executive meetings, steering committees, workgroups, and other such open and collaborative forums in the development of the State's IT tactical planning efforts in support of the defined strategic direction. This includes guidance to, and support for, governance groups, including key steering committees, councils, and workgroups engaged in enterprise policy development and strategic planning.
- 10% Represent the Department of Technology and the Chief Deputy Director/Deputy State CIO in meetings with control agencies and with clients such as members of the Governor's Office, Legislature, departmental Directors, and other high-level public and private officials, as required. Appear before the Legislature concerning the Department's annual budget and on other matters as necessary.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

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

Chief Deputy Director/Deputy State CIO

Date

H/R Analyst _____