

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER RPA 20246	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Customer Delivery Office	REPORTING LOCATION 707 3rd Street, 3rd Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) 8:00 am to 5:00 pm/Monday - Friday	POSITION NUMBER 306-072-1414-008	CBID R01
CLASS TITLE Information Technology Specialist II	WORKING TITLE Portfolio Support	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under general direction of the Information Technology (IT) Manager II, in the Customer Delivery Office, within the Information Technology Project Management domain, the IT Specialist II provides project portfolio management expertise, and quality assurance support to Project Managers implementing solutions for the benefit of the overall organization utilizing resourcing data, business cases, and portfolio management tools.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
30%	Develops, executes and leads project portfolio management monitoring, including oversight of the most complex projects, by developing and updating project plans for IT projects in order to provide expert input on project objectives, technologies, systems, information specifications, schedules, funding, and staffing to ensure that all project efforts align with DGS strategic plans.
30%	Provides expert guidance and independent oversight of complex projects Enterprise-wide by collaborating with IT project managers and ETS leadership, developing and implementing quality assurance practices, performing and developing risk assessments, and recommending corrective action strategies in order to comply with State policies, adherence to budget, schedule, and scope, and to ensure the organization's priorities and DGS' strategic objectives.
25%	Evaluates execution of project processes and project deliverables based on experience and knowledge of best practices such as Project Charter, Project Plan, and Post Implementation Evaluation Reports (PIER) in order to provide appropriate oversight on projects and to ensure communication.
10%	Leads ETS' Governance strategy by conducting reviews and providing analysis regarding Departmental, Divisional and Director-appointed strategic initiatives, goals, missions and values, standards and procedures, performing and developing risk assessments and strategies for projects in order to develop decision making frameworks to align IT projects to DGS strategic initiatives and

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 Current Proposed

PERCENTAGE	DESCRIPTION
	plans, and communicating to ETS management to ensure alignment with DGS strategic initiatives and plans.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Participates in project status meetings and presentations in order to maintain professional and technical knowledge by attending job related educational workshops and training to ensure the development of solutions that are maintainable, extensible, optimized, and secured

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

The position is part of a distributed team that involves teleworking 3 to 5 days per week and reporting to the office as needed/required.

Professional office environment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED