EDD

Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	Project Portfolio Management Lead Analyst

NAME OF INCUMBENT:	POSITION NUMBER:
	280-343-1414-xxx

OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Enterprise Strategies and Project Management Office / Portfolio Management and Oversight Group	*Click here to enter text.*

DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance Division	IT Manager I

BRANCH:	REVISION DATE:
Information Technology Branch (ITB)	11/5/2023

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management   ☒ IT Project Management   ☒ Client Services
☐ Information Security Engineering   ☐ Software Engineering   ☐ System Engineering

Under general direction from the Information Technology (IT) Manager I over the Portfolio Management and Oversight Group, the IT Specialist II leads and oversees the department's IT project portfolio management activities. The incumbent provides guidance for the development of project workplans, creates processes and procedures to implement Project Portfolio Management oversight monitoring, develops and manages work breakdown structure of IT projects, and reports activities pertaining to all IT projects to management. This guidance will emphasize collaborative working relationships with key Stakeholders to promote transparency and foster mutual understanding of EDD's IT goals and objectives. The IT Specialist II shall demonstrate team leadership competencies and expertise to help drive and support mission critical activities.

Responsibilities will include creating project portfolio management frameworks and roadmaps to better align project goals with business strategy; improving data-driven decision making, project prioritization and selection; and optimizing resource utilization across the enterprise. Additionally, the IT Specialist II mentors Project Portfolio Management team members, assisting with development of a department wide Portfolio Management Oversight Database and other PPM program assignments; collaborates with key department stakeholders to identify and design reporting requirements for the collection of critical Project Portfolio Management metrics, data and information; applies best practices such as the Project Management Institutes (PMI's) philosophy to use Project Portfolio Management (PPM) to increases business value by aligning projects with an organization's strategic direction; and applies and reinforces adherence to Project Portfolio and Project Management best practices such as PMI's Project Management Body of Knowledge (PMBOK), including those embodied in the California Department of Techlogy's (CDT's) State Information Management Manual (SIMM).

Incumbent is also available, as needed, to serve as a Project Manager for complex IT Project Manager assignments and to provide Technology Governance Division senior management an option to optimize in-house talent. The incumbent shall demonstrate a wealth of Project Portfolio Management (PPM) and IT Project Management (PM) expertise to seamlessly integrate PPM and PM techniques and drive project deliverables with an optimal incorporation of best practices from both disciplines.

Percentage of Duties	Essential Functions
35%	Prepares monitoring updates to Portfolio Management and Oversight Group IT Manager I for review and recommended sign-off by Enterprise Strategies and Project Management Office's IT Manager II and shares reports with ITB Chiefs and Executive Staff to keep them informed. Collaborates with department wide IT stakeholders, (e.g., IT Architects, Project Managers, and program areas) on project reviews that focus on critical project management information which demonstrates the department's compliance with the California Department of Technology's requirements regarding software development lifecycle (SDLC), CDT's CA-PAL (California Project Approval Lifecycle), CA-PMF (California Project Management Framework) policy requirements, and includes project charters, CA Project Approval Lifecycle (PAL) required documentation, project requirements and design documents. Documents review findings, identifies exceptions, and makes mitigation recommendations for the Portfolio Management and Oversight Group IT Manager I's review and approval.
30%	Integrates data and information processes and functions that will seamlessly support the above critical Project Portfolio Management IT Control Requirements to efficiently demonstrate compliance with IT Control Agencies' reporting requirements.
25%	Monitors assigned Portfolio IT projects for compliance with established guidelines for the development and elaboration of plans and artifacts to obtain internal and external project approval, using Professional Project and Portfolio Management (PPM) tools. Assists with metric definition and collection, project portfolio analysis, project risk analysis, project lessons learned collection, and project improvements. Engages in monitoring of the planning, organization, execution, and post-close out activities for Portfolio IT projects. Ensures Project Management plans include PPM tools for project portfolio monitoring functionality. Assists the Portfolio Management and Oversight Group's IT Manager I in researching critical topics to support the development, implementation and maintenance of the department's Professional Project and Portfolio Management (PPM) tools; in efforts to facilitate organizational change management, project management, and governance across Enterprise Architecture Portfolio projects; and responds to management's critical governance issues/concerns to develop effective responses that support both PPM and PM best practices.
Percentage of Duties	Marginal Functions

5%	Serves as a lead, providing guidance and mentoring to Project Portfolio Management staff. Aids in their performance of assigned tasks and responsibilities to assist in the preparation of a multitude of Portfolio Management reports.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☒ Required to assist customers on the phone   ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Click here to enter text.

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 Position Statement.

Employee's Name:

Employee's Signature:	Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:	Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

	PMG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.		
☐ Exceptional allocation, STD-625 on file.	dmg	1/30/2024

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Civil Service Classification   **Position Number**

Information Technology Specialist II

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF).
- Provide a copy to the employee.
- File original in the supervisor's drop file.