



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	
Classification	Information Technology Specialist II
Working title	Project Manager
Position number	418-100-1414-XXX
Prepared date	3/11/2024
Effective date	
Name	Vacant

Domain

IT Project Management, Business Technology Management, Software Engineering

General Statement

Under administrative direction from the Deputy Director of Strategy, the Information Technology Specialist II (IT Spec II) serves as the Office of Data and Innovation's Project Manager. The Project Manager will have oversight of the critical projects and initiatives. The incumbent will be responsible for planning, organizing, and directing projects, ensuring project deliverables, managing resources, and overseeing communication with stakeholders, the team, executive management and control agencies. The Project Manager will assist with identifying and analyzing business problems to develop solutions and alternatives.

Essential Functions

%	Description
40%	<p>Project lifecycle management</p> <ul style="list-style-type: none"> ● Provides management and oversight of the entire project lifecycle of critical enterprise-wide projects and initiatives by directing and reporting on projects from initiation through planning, execution, monitoring and controlling, to project closure. ● Develops and shares project reports throughout the entire project lifecycle. ● Develops project management (PM) plans, and schedules to adhere to industry-established PM standards. ● Manages project risk, including proactively identifying risk and creating risk mitigation plans. ● Executes risk mitigation plans as risks turn into issues. ● Assists with development and implementation of change management plans to help customers adopt new systems and successfully obtain the benefits of using the new systems. ● Leads program teams to complete projects and initiatives. ● Measures and evaluates project results according to established criteria. ● Assists with metric collection and Project portfolio analysis, project lessons learned collections, and improvements.
35%	<p>Business analysis</p> <ul style="list-style-type: none"> ● Facilitates business requirement gathering sessions with Subject Matter Experts. ● Assists with planning and coordinating the implementation of complex IT solutions. ● Creates a collaborative environment among business teams, internal teams and vendors. ● Supports development of strategies, plans and policies pertaining to planning, management, and solution delivery. ● Assists with identifying and analyzing business problems and works with technical staff to develop solutions. ● Assists with solving complex business problems by providing technical advice and project solution alternatives and solutions. ● Advises internal and external stakeholders in interpreting and appropriately applying complex IT policies and best practices on projects to comply with state mandates.
20%	<p>Business partnership management</p> <ul style="list-style-type: none"> ● Develops and maintains effective communication and working relationships with executive management, project partners, other state agencies, vendors, and business stakeholders. ● Provides executive level presentations to project stakeholders, end-users, and leadership.

%	Description
	<ul style="list-style-type: none"> Manages vendor contracts to ensure schedule, budget, performance, and products are consistent with contract deliverables.

Marginal Functions

%	Description
5%	"Perform other staff assignments as appropriate and required"

Supervision Received

The Project Manager reports to the Deputy Director of Strategy.

Supervision Exercised

No direct supervision of reports. However, this role will act as a project manager to others for specific project work.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, or Oakland, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work full-time from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

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.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date