

DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-1405-XXX			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
SECTION INFORMATION TECHNOLOGY		CLASSIFICATION TITLE Information Technology Manager I				
PROGRAM (If applicable) Choose an item.		WORKING TITLE IT Project Management and Procurement Manager				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE 08/01/2024				
PRIMARY DOMAIN (IT positions only)	System Engineering					
AGENCY OVERVIEW						
<p>The Governor's Office of Land Use and Climate Innovation (GO-LUCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. GO-LUCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. GO-LUCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. GO-LUCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. GO-LUCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.</p>						
GENERAL STATEMENT						
<p>Under the administrative direction of the Chief Information Officer (CIO) in the Information Technology Unit (ITU), the ITMI is responsible for providing the necessary project management and planning methodologies and practices to ensure the successful completion and development of all project deliverables and artifacts and implementation of the approved project solution in accordance with state IT and Security policies (State Administrative Manual, Statewide Information Management Manual, State Contract Manual) and industry standards (Project Management Body of Knowledge (PMBOK), and National Institute of Standards and Technology (NIST). The ITM I leads the establishment of project management processes, procedures, and standards; optimizes resource efficiency; maintains the GO-LUCI project portfolio; and aligns technology initiatives with the Department's business goals in support of GO-LUCI's strategic and tactical plans; and participates as a supervisory or team member on cross-functional projects of the highest complexity and scope. The ITM I will also manage IT procurement, IT budget, IT Business Concept Proposal (BCP), and all aspects of IT project approval life cycle (PAL) processes.</p>						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						

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35%	<p>Serve as the project director for large-scale IT projects. May serve as project sponsor or steering committee member on projects. Functions as a liaison between senior management, vendors, project managers, and other information technology professionals to communicate and coordinate strategy, direction, and changes for GO-LUCI's IT projects. Utilizing matrix organizational structures, plans, secures, coordinates, and organizes the project resources (state and contract) and project workload to move projects towards completion, including strategic resource management, personnel, budgeting, technology, and intellectual property. Identifies and manages risks and issues and provides clear communications across multi-disciplinary teams and stakeholders.</p>
25%	<p>Manage the development, administration and maintenance of IT project management and IT project governance policies, procedures, standards, guidelines and tools. Monitor the use of approved processes, procedures and tools to ensure IT projects are consistently managed in accordance to State, Agency and industry standards. Serve as the primary liaison to control agencies regarding review of IT Project approval documents and on the interpretation of state policies governing IT projects. Supervise the coordination and development of Project Approval Lifecycle PAL documents, BCPs, and Legislative Bill Analysis. Plan, manage, direct, and oversee the most complex PAL planning activities and documentation. Maintain close oversight of project team and program areas in the development and submission of PAL documentation in a timely manner. Develop, implement, and review new and existing IT policies, standards, and procedures. Lead in the development of formulating IT strategies, policies, procedures, and governance throughout the Department for all aspects of project management practice. Direct the establishment of policies and processes for the Department's IT Portfolio. Review Project Approval Lifecycle (PAL) documents, Special Project Reports, and other IT-related documents and provide analysis and recommendations to executives. Develop and maintain effective communication and working relationships with the CIO, CTO, CISO, executive management, state agencies, vendors and business stakeholders. Represent the Department at various meetings and conferences.</p>
20%	<p>Manage IT procurement requests, coordinate and direct the complex IT procurement efforts and delivery of services related to IT Acquisitions, IT Certifications, and IT Contract Management: Plan, organize, and direct all aspects of policies and procedures governing the acquisition and maintenance of IT goods and services. Establish and regularly review goals, objectives, budget, and staffing for the Unit. Identifies appropriate staffing for new development and ongoing staffing. Determines external assistance required to implement work plans and develops appropriate procurement vehicles to obtain required assistance. Monitor and manage vendor contracts as required. Provide direction and oversight for all processes across the lines of business to ensure standardization and consistency. Develop IT procurements/solicitations, including developing complex and technical statements of work (SOWs); perform legislative analyses; coordinate IT audits and the collection of IT data requests; provide direction and oversight for the development and management of the IT baseline budget; develop IT budget and cost management reports, and provide resource alternatives and fiscal strategies to support ITSD's business needs and long-term goals; perform vendor/contract management on IT vendor contracts; provide direction and oversight for the development, management and governance of the IT Asset; Implement and execute OPR IT Acquisition Plan (ITAP) to procure IT hardware and software as needed to support the enterprise.</p>

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15%	Formulate and refine the GO-LUCI portfolio strategy. This involves aligning project investments with business goals and evaluating and selecting projects for inclusion in the portfolio. This includes assessing potential returns and strategic fit. Ensure that projects within the portfolio are aligned with the overarching business objectives and contribute to the Department's overall success. Perform periodic portfolio review to identify opportunities for optimization or rationalization. This involves divesting from underperforming projects and reallocating resources to more promising initiatives. Identify and evaluate potential new projects or initiatives that can enhance the portfolio and drive organizational growth. Establish standardized methodologies, templates, and tools to be used across projects to ensure consistency and maintain quality and efficiency.
MARGINAL FUNCTIONS	
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Planning, executing, and closing projects, ensuring they are completed on time, within budget, and meet objectives. They must have expertise in various areas, including scope, time, cost, quality, communication, risk, and stakeholder management. Strong leadership, problem-solving, and communication skills are crucial, along with proficiency in project management methodologies and tools. Continuous learning and adaptability to industry-specific knowledge are also important for success in this role.

Ability to: Manage through subordinate supervisors; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives. Supervise technical personnel; plan, administer, and monitor expenditures; assess, analyze, and identify information technology policy needs; establish cooperative relationships and gain support of key individuals to accomplish goals; plan, coordinate, and direct the activities of multi-disciplinary staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS:

- A bachelor's degree in a relevant field such as project management, Project Management Professional PMP , procurement manager business administration, engineering, or a related discipline.
- Commitment to actively practicing fair behavior that is free from implicit bias in dealing with all parties.
- Experience fostering an inclusive work environment where diversity of thought is valued and encouraged.
- Experience in recommending, developing and implementing policies and procedures and taking effective action.
- Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote teamwork, and define and achieve success across multi-disciplinary stakeholder interests.
- Experience facilitating collaboration across various stakeholder groups who have different, sometimes conflicting, priorities.
- A solid background in project management is essential. This includes managing complex projects, large teams, and overseeing multiple projects simultaneously.

SPECIAL PERSONAL REQUIREMENTS:

- Ability to gain the confidence and support of executive leadership and provide effective advice on regulatory and administrative matters and policies.
- Ability to collaborate with others to achieve mutual goals and meet the organization's, and external

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stakeholders', strategic goals and objectives.

- Ability to write high quality technical documents.
- Ability to analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions.
- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move object up to 20 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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