



POSITION DUTY STATEMENT

<b>Division:</b> Information Systems Division	<b>Classification Title:</b> 7500 Career Executive Assignment
<b>Branch:</b> Enterprise Modernization Project Branch	<b>Working Title:</b> DxP Project Director
<b>Unit:</b> Enterprise Modernization Project Branch	<b>Tenure/Timebase:</b> Non-Tenured Fulltime
<b>Position City:</b> Sacramento	<b>Position County:</b> Sacramento County
<b>Position Number:</b> 716-7500-942	<b>CBID/Bargaining Unit:</b> M01
<p><b>Conflict of Interest Classification:</b> Yes</p> <p>This position is designated under the Conflict of Interest Code. This 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.</p>	
<b>Medical Evaluation:</b> No	<b>Bilingual Language:</b> Unknown
<b>Sensitive Position:</b> Yes	<b>DMV Employee Pull Notice:</b> No
<b>Fingerprint/Live Scan:</b> Yes	<b>Professional License:</b> No
<b>Work Week Group:</b> E	<b>Effective Date:</b> 10/25/2024

<p><b>Direction Statement and General Description of Duties:</b> Under the general direction of the Chief Information Officer (CIO), the Career Executive Assistant (CEA) B serves as the DxP Project Director and head of the Modernization Project Office. The incumbent provides executive and strategic leadership to direct, manage and supports DMV's modernization projects with updated technology broadly supported by the industry. The CEA B recommends, develops and administers the DMV's modernization applications and infrastructure and will direct the formulation and implementation of new technology services to meet the future needs of the DMV.</p>	
<p><b>Percentage and Essential/Marginal Functions:</b></p>	
35%	



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	<p><b>(E)</b></p> <p>Provides executive oversight and strategic direction to highly visible and operationally critical modernization projects by executing the department's information system operational initiatives and Information Technology (IT) Strategic Plan, which includes upgrading legacy applications without disruption to service. Oversees and directs the project activities required to address technical, administrative, and fiscal documents articulating the vision of the department for its modernization projects. Guides and provides executive direction to ensure that project procurement, contract management, budgeting and reporting will adhere to project expenditure plans. Takes lead and provides strategic direction in planning, coordinating, and controlling the activities of the modernization team to ensure departmental objectives are achieved. Directs formulations, analyzes, and provides recommendations on the impact of legislation and the planning of its implementation. Collaborates at a directorate level and with ISD staff and DMV business management in developing strategic and tactical plans surrounding the DMV's information systems with consideration for the convergence of legacy systems with targeted technologies. Directs, plans, and initiates transition efforts for the next generation of technology tools that support the department and aids in achieving the department's mission and vision.</p>
25%	<p><b>(E)</b></p> <p>As Executive Leadership, establishes and sets expectations regarding section activities and ensures adherence to departmental and State regulations, policies and procedures. As the project director, testifies before committees, control agencies, review boards, and the legislature. Directs interaction and is the primary liaison who administers contract services from Department of Technology Services and ensures services are delivered in compliance with contract specifications based on departmental needs. Oversees and directs contract negotiations and is responsible and accountable for contract modifications, providing recommendations to a Steering Committee and Executive Director regarding changes to project scope, schedule and budget. Provides direction regarding procurement and vendor risks and issue identification, qualification, mitigation and escalation.</p>
25%	<p><b>(E)</b></p> <p>Directs and serves as the primary liaison in communicating with multiple management levels within the division, department, contractor and vendor representatives, State control agency administrators, and the State, Federal, and local government entities. Establishes program goals and project milestones; facilitates effective communication and feedback among staff and guarantees proper, timely, and accurate distribution of information and materials. Assesses program and project progress against goals,</p>



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	identifies deviation to expected outcomes; develops and directs mitigation strategies and corrective action plan; prepares required documentation and reports; presents findings and recommendations, to CIO, Project Steering Committee, Departmental Executive Director and oversight agencies.
10%	<b>(E)</b> Directs IT strategic planning sessions and workshops. Guides the development of policies and strategic plans and ensures the long-term demands of the department for a trained and fully staffed workforce is achieved, by implementing change management techniques, updating recruitment efforts, and succession planning. Reviews and recommends IT modernization strategic direction in the formulation and interpretation of policies, plans and procedures for the identifying, evaluating, and implementing of major IT projects to support the department programs and operations.
5%	<b>(M)</b> Advises and recommends to the department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Researches and evaluates current and new information technologies and trends. Performs other job-related duties as required.

<b>Supervision Received:</b> The CEA B reports directly to and operates under the general direction of DMV's Chief Information Officer.
<b>Supervision Exercised and Staff Numbers:</b> Through subordinate ITM II's and ITM I's, the CEA B manages state staffing, which includes the classifications of Manager III, Manager IV, ITS III, ITS II, ITS I, and IT Associate. The CEA B directly supervises highly specialized consultants including technical architecture consultants and technical support consultants. The CEA B also directs the management and oversees the activities performed by vendor information technology professional staff, which includes their managers, senior architects, senior and staff level developers and analysts as well as testers and other technical support professionals.
<b>Physical Requirements:</b> Attends meetings on HQ campus and off campus.
<b>Special Requirements:</b> None.
<b>Personal Contacts:</b> Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed



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to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight and lead individuals or groups. Interactions may be general, confidential, sensitive or informative in nature.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE