STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DUTY STATEMENT
TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)
24-053 PROPOSED

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 09/13/24	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager I		E. POSITION WORKING TITLE Project Manager
F. CURRENT POSITION NUMBER 695-248-1405-008		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-248-1405-008
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services / Internal IT Services / Departmental Strategic Governance, Risk, and Compliance/ Departmental Project & Portfolio Management / Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Francoise Le, Information Technology Manager II

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY 8AM-5PM/DAY	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK	☐ YES ☒ NO
		DRIVING AN AUTOMOBILE	☐ YES ☒ NO

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

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

Organizational Setting and Major Functions

Under general direction of the Departmental Strategic Governance, Risk, and Compliance (DSGRC) Information Technology Manager II (IT Mgr II), the Information Technology Manager I (IT Mgr I) perform functions in the role of project manager over information technology (IT) projects that are defined as "high priority" by the California Department of Technology (CDT) guidelines which are based on the risk categories of strategic risk, financial risk, project management risk, and/or technology risk. Assignments will involve large size to enterprise projects needed for continued operation of State business processes, tight time constraints, several interfaces with existing systems, proficient experience with the technology architecture, and/or high visibility. The IT Mgr I will typically be responsible for concurrent management of multiple projects. The IT Mgr I is intimately involved in planning processes relative to the analysis and investigation of information processing systems and may be actively involved in cost control functions as it relates to projects. The specific duties of this position include, but are not limited to:

% of time performing duties	**Essential Functions**
40%	Project Planning • Prepare Project Charters to define CDT's role in the project. • Manage preparation of appropriate project initiation, project planning, or project change reports for management, client, and control agency review and approval. • Utilizing matrix organizational structures, establish project teams consisting of subject matter experts needed for successful project implementation. • In conjunction with the project team, identify the major work packages required to implement the project. The work packages or work breakdown will include the tasks to be performed, duration, and estimated resources needed. • Prepare detailed project plans based on those work packages including cost and schedule estimates to provide a baseline for management of the project. • Perform initial and ongoing risk assessments to identify and prepare contingency plans to mitigate or reduce potential risks. • Establish metrics for evaluating actual schedule versus original estimates. • Prepare communication plans to establish the appropriate levels of reporting to the project team and the various stakeholders. • Organize project planning sessions documents goals, objectives, and actions needed to accomplish assignments in an orderly and timely manner.

25%	Project Implementation

- Manage project activities against the schedules and resources allocated by the approved project plans.
- Apprise CDT and customer management of project status including project metrics in accordance with the communication plan.
- Act as the liaison between top management, stakeholders, vendors, and team members.
- Address and resolve project issues through negotiation with the project team, stakeholders, vendors, etc.
- Adhere to project change control process to identify, document and obtain decisions regarding proposed changes in scope, cost or schedule.
- Obtain necessary approval from the project sponsors to go forward with changes to the project baseline.
- Incorporate tasks and requirements of the procurement processes involved in the project to ensure that necessary resources are made available on time and, that terms and conditions of contracts are managed.
- When needed, administer any contracts that are part of the project lifecycle until formal turnover of the project to production and transfer of contract administration to production support.
- Provide written and verbal status reports for multiple audiences, as needed.

15%	**Project Closeout**

- Obtain user acceptance of the project.
- Prepare action plans for outstanding issues identified in acceptance testing.
- Prepare Post Implementation reports documenting the project success and acceptance and creating an archive for use in similar projects.
- Conduct lessons learned sessions and document findings.

15%	**Project Portfolio Management**

- Manage the submission, evaluation, and alignment of project proposals by utilizing portfolio management processes, standardized templates, and collaborative reviews to ensure strategic fit and feasibility within the organization's capabilities.
- Facilitate regular project portfolio review meetings with senior leadership to discuss and finalize project prioritization, ensuring that the selected projects align with the organization's strategic goals.

Marginal Functions

5%	Perform a wide variety of miscellaneous duties as requested by management.

Work Environment Requirements

- Travel to CDT campuses and customer locations to coordinate project activities and/or attend meetings.
- May be required to work on weekends and outside normal work hours.
- Carry a work mobile phone.

Allocation Factors

Supervision Received:
The IT Mgr I receives general direction from the IT Mgr II that is general in scope and in nature depending on the project or assignment. The IT Mgr I works independently, and progress will be reported and monitored on a weekly basis for issues requiring management attention, additional or clarifying direction, and review of completed work.

Actions and Consequences:
Decisions and recommendations made by the IT Mgr I have serious and economic impact on CDT and customer programs and mandates. The areas whereby the incumbent is required to exercise judgment, make decisions and recommend a course of action are project planning, project procurement, project execution and control, and project closing. Recommendations and decisions based on inaccurate or untimely data provided could have an impact regarding continued or new services, degradation of system due to delay in system changes or an

acquisition, and/or unnecessary expenditures. Risks and/or project failure can involve significant negative impacts on the CDT and/or customer budgets and could result in loss of public confidence and adverse press.

Personal Contacts:
The IT Mgr I works closely with technical, operations and administrative personnel, with technical and management staff of customer departments, and with the vendor community. The incumbent may work with control agencies: Department of General Services on any procurement and/or contract management issues and CDT on any documentation providing project authority or funding information.

Administrative and Supervisory Responsibilities:
N/A

Supervision Exercised:
N/A

Other Information

Desirable Qualifications
- Strong working knowledge of project management concepts, principles, practices, and processes prescribed by the Project Management Body of Knowledge (PMBOK).
- Experience with project management charters, WBS, plans, schedules, risk, and issue analysis.
- Previous experience managing large size enterprise projects of high risk and visibility.
- Previous experience managing projects that establish new IT service offerings.
- Strong written and verbal communication skills.
- Proficient in MS Suite including Project, Project Online, PowerPoint, and Visio.
- Experience and/or knowledge of IT project portfolio management concepts, principles, practices, and processes.
- Knowledge of IT Systems Development Life Cycle work processes.
- Knowledge of CDT platforms, telecommunications network, and CDT service offerings.
- Knowledge of IT Infrastructure Library (ITIL) methodologies depending upon area of specialty.
- Experience with Budget and Cost Recovery analysis.
- Experience with Contract and Procurements.
- Strong ability to reason logically, analyze situations, and reach sound conclusions.
- Ability to multi-task and manage several projects concurrently.
- Ability to utilize diplomacy, tact, and professionalism.
- Ability to exercise good judgment and meet deadlines.
- Ability to consistently exercise a high degree of initiative, independence, and originality.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE