

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Information Technology (IT)				POSITION NUMBER (Agency-Unit-Class-Serial) 820-760-1402-001		Position ID 310
UNIT Project Management Office				CLASSIFICATION TITLE Information Technology Specialist I		
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE IT Project Manager	
LOCATION Sacramento				INCUMBENT Vacant		EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services. This mission is accomplished through the combined efforts of several ITD teams: Cybersecurity, Technology Acquisition, Application Management, IT Service Desk, Collaboration Services, and Network and Systems Support. Working together, these IT teams offer a full range of services, including application development and modernization, data center and cloud services, information security, network engineering and support, infrastructure development, equipment and software procurement, desktop support, web presence, technology-related project management, and technical support for new and emerging technologies.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direction of the CIO (Chief Information Officer), this role is responsible for managing IT projects and enabling different teams to effectively deliver projects and fostering a collaborative and adaptive work environment. The IT-PMO consists of project manager(s) who oversee IT projects throughout the STO. The IT Project Manager is responsible for managing projects within the organization. This role involves overall direction, coordination, implementation, execution, control, and completion of specific IT projects, ensuring consistency with the IT division's strategy, commitments, and goals. It involves managing technology projects from conception to deployment, collaborating with project teams, and liaising between business and technical aspects of projects. They serve as a servant-leader, helping the project teams to deliver projects on time, stay within budget, and deliver outcomes aligned with business requirements.						
% 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.				
40%		Project Planning and Management <ul style="list-style-type: none"> Collaborate with management and stakeholders to define project scope, objectives, and deliverables that support business goals. Estimate the resources and participants needed to achieve project goals. 				

	<ul style="list-style-type: none">• Identify and manage project dependencies and critical path.• Collaborate with management and stakeholder to develop project plans, timelines, budgets, and associated communication documents.• Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.• Track project timelines, milestones, and deliverables using appropriate tools.• Monitor project progress, identify and mitigate risks, and ensure adherence to timelines and budgets.• Maintain project documentation and communicate project status to stakeholders.• Maintain communication with project team members and contractors and influence them to take positive action and accountability for their assigned work.
35%	<p>Communication and Transparency:</p> <ul style="list-style-type: none">• Maintain open and transparent communication within the team and with stakeholders.• Act as a communication bridge between the project team and stakeholders.• Ensure that the project team and stakeholders have a clear understanding of the team's progress and priorities.• Create and maintain information radiators and reports to visualize progress. <p>Risk Management and Problem-Solving:</p> <ul style="list-style-type: none">• Identify and address risks, issues, and dependencies that may impact the team's ability to deliver.• Collaborate with management and stakeholder to proactively manage changes in project scope, identify potential crises, and devise contingency plans.• Collaborate with the management, stakeholders and project team to develop mitigation strategies and contingency plans.• Collaborate with management and the project team to resolve challenges and conflicts effectively.• Advocate for a culture of continuous learning and adaptation. <p>External Interactions:</p> <ul style="list-style-type: none">• Coordinate with other ITD teams, vendors, and state agencies, if applicable.• Coordinate and collaborate with Office of Statewide Project Delivery (Project Approvals and Oversight), if applicable.• Collaborate with management and Technology Acquisition/IT Procurement team to develop RFOs (Request for Offer)/RFPs (Request for Proposal) and facilitate the process.• Engage with external teams and stakeholders to manage dependencies and coordinate cross-team activities.• Represent the team in relevant meetings, discussions, and forums. <p>Metrics and Continuous Improvement:</p> <ul style="list-style-type: none">• Collect and analyze metrics to track team performance and progress.• Initiate and facilitate Project Retrospectives to identify areas for improvement and develop action plans.• Share best practices and lessons learned to foster continuous improvement.
15%	<p>Documentation and Reporting</p> <ul style="list-style-type: none">• Maintain accurate records of project artifacts.• Maintain various project boards such as RAID board (Risks, Assumptions, Issues, Dependencies).• Create and deliver progress reports, and presentations.

	<ul style="list-style-type: none"> • Create and distribute reports and metrics to inform stakeholders about team progress. • Ensure project documents are complete, up-to-date, and accessible to the team and stakeholders. • Communicate effectively and develop and sustain cooperative working relationships with internal and external business partners. 	
5%	Research and Innovation <ul style="list-style-type: none"> • Stay up-to-date with industry trends, and best practices. • Research and evaluate new tools, frameworks, and technologies for potential adoption. 	
5%	Performs other related duties as required	
SPECIAL REQUIREMENTS		
N/A		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<ul style="list-style-type: none"> • I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT. 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<ul style="list-style-type: none"> • I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION • I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT. 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE