



- Current
 Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Information Technology Specialist II	WORKING TITLE: Project Manager
NAME OF INCUMBENT:	POSITION NUMBER: 280-351-1414-976
SECTION/UNIT: EDDNext Project Oversight Group	SUPERVISOR'S NAME: — Joseph Ledoux
DIVISION: EDDNext Project Controller's Office	SUPERVISOR'S CLASSIFICATION: Information Technology Manager I
BRANCH: EDDNext Modernization and Innovation Branch	REVISION DATE: 10/30/2023
Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations _____ <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>):	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement (Briefly describe the position's organizational setting and major functions):	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>The Information Technology (IT) Specialist II plays a major role in advising management and acts as the primary liaison with vendors and subject matter experts (SME) on the EDDNext Project. This position provides services which encompass the Information Technology domains of Project Management and Business Technology Management.</p> <p>Under general direction of the IT Manager I, EDDNext Project Administrator, the project manager demonstrates a depth of independent leadership and expertise and performs a wide variety of complex tasks requiring innovative problem solving to support the ever-evolving enterprise-wide Project Management practices and procedures. The Project Manager also acts as an Enterprise Release Specialist leading efforts to define, create, and implement enterprise release standards, processes and policies while partnering with enterprise system architects, various leadership groups, vendors, subject matter experts and project managers. The workload requires the specialist</p>	

Commented [SS1]: HR does not see this as a domain for project management.

Commented [JL2R1]: removed

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to design, create, administer, coordinate, maintain, enhance, and monitor the enterprise release processes. The IT Specialist II will facilitate release and status meetings and develop recommendations based on input from multiple stakeholders within the department. In addition, the specialist will be responsible for identifying priorities, conflicts, dependencies, and risks for the enterprise release efforts. The IT Specialist II will apply their advanced knowledge and skills in project management methodologies, such as Waterfall, Agile, and Hybrid approaches in support of the EDDNext Project.

The incumbent contributes toward growth of the EDDNext Branch into a customer focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

Works collaboratively with the EDDNext team, briefs and advises the Project Administrator, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

Percentage of Duties	Essential Functions
45%	Develops and partakes in scheduled management activities which may include establishing the Work Breakdown Structure (WBS), sequencing, duration estimating, resource loading, establishing baselines, schedule development and ongoing maintenance within the Integrated Master Project Schedule. Designs schedule status update worksheets for various project teams, may facilitate schedule status meetings, completes schedule analysis, and provides options for schedule and cost variances. Develops and maintains schedule road maps, project milestones, and WBS. Assists in identifying risks, issues, watch points, and decision points, and ensures action items related to tasks are addressed and resolved during status/mitigation meetings with EDDNext schedule task owners. Ensures critical deadlines are met. Reviews project documentation and approval recommendations. Provides input on release scope and status reports to EDDNext management as required to ensure all items committed to a release are moving along successfully.
30%	Leads discussions with senior-level and high-level entities including the EDDNext managers, vendors, and executive management to identify, document, and monitor risks and issues related to enterprise releases. This includes leading weekly Enterprise Release Status meeting and the facilitation and attendance in other meetings as needed to effectively coordinate and implement multiple releases. Optimizes and applies innovative solutions. Must effectively multitask and make last minute accommodations for shifting priorities within a fast-paced environment. Leads the analysis coordination, planning and implementation of enterprise release practices and deliverables. Develops and maintains processes critical for release management. Implements and maintains a standardized release management process throughout the Systems Development Life Cycle. Participates in and/or leads discussions with cross-functional teams, collaborates with technical stakeholders and subject area

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15%	experts to define and document requirements related to data quality needed to capture accurate metrics and key performance indicators. Oversees the effectiveness and efficiency of release planning while providing clear written and verbal communication regarding the established EDD tools and processes.
5%	Works cooperatively with staff in support of planning and implementing enterprise release planning activities. Provides advanced level analysis and recommendations to overall data strategies and reports that will be used to monitor the health of releases. Consults with the enterprise IT and program areas to assist in the building of innovative data management, real-time, and predictive analytic solutions by working through items such as data model documentation, data dictionary, data flow, data mapping and other Data Governance documentation to monitor the enterprise release planning and execution. Provides guidance to project managers by consulting on industry best practices for building out project schedules. Designs project dashboards/queries to ensure IT projects adhere to key enterprise standards.
5%	Leads and advises the support staff of the EDDNext Project. In this position the incumbent will work directly with the EDDNext Project Administrator to oversee duties related to the onboarding of vendors and staff.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	
Type of environment:	
<input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Other: Offsite Remote Teleworking	
Interaction with customers:	
<input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter. <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION	
Supervision Exercised: May serve as a lead or mentor but does not supervise.	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	

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Employee's Signature:	Date:
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.	
Supervisor's Name:	
Supervisor's Signature:	Date:

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7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	ys	2/3/2025

Reasonable Accommodation Unit use ONLY (*completed after appointment, if needed*)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file