

**California Department of Food and Agriculture  
Information Technology Services Division  
Information Technology Specialist II  
Duty Statement**

**I. Program/Position Identification**

The Information Technology Services Division (ITSD) is responsible for the oversight and management of all information technology and telecommunications activities including, but not limited to, information technology, information security, and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. ITSD is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that ITSD provides encompasses the areas of Technology Governance, Application Development Services, Customer Support and Services, IT Infrastructure Operations, Enterprise Architecture, Procurement, and Information Security. ITSD provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.

Under general direction of the Information Technology Manager I (ITM I), the incumbent performs complex and sensitive tasks, and will manage multiple projects ranging in complexity based on business and technical factors, by leading the efforts to develop, plan, organize, coordinate, and maintain the following, including but not limited to: project management consulting, project scope management, project schedule management, project risk and issue management, business analysis and requirements consulting, business analysis planning and monitoring, requirements analysis, solution assessment, and requirements elicitation. The Information Technology (IT) Specialist II position resides primarily in the Information Technology Project Management domain and secondarily in the Business Technology Management domain.

The incumbent works collaboratively with the ITSD management team and staff, briefs and advises the manager, exercises a high degree of initiative, independence of action, and originality, and must demonstrate tact and good judgment. The incumbent must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as more experience is gained. The incumbent is expected to perform with more independence and will be assigned progressively more complex and difficult responsibilities. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance, and an incumbent who has reached Range C should be able to perform the tasks independently and assist newer staff in the process as needed.

Classification: Information Technology Specialist II

Position Number: 014-015-1414-004

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**Classification:** Information Technology Specialist II  
**Working Title:** None  
**License or Other Requirement:** None  
**Position Number:** 014-015-1414-004  
**Division/Branch/DAA:** Information Technology Services Division/Portfolio and Project Management Section  
**Location:** Sacramento, CA  
**Date Prepared:** February 2025  
**Work Hours/Shift:** 8 am -5 pm, 40-hour week/Monday – Friday

## II. Essential and Non-Essential Job Functions

### A. Essential Functions:

#### **Function #1: Project Management** **40%**

Perform all aspects of project management for medium and large size and complexity IT projects following Project Management Institute (PMI), California Department of Technology (CDT) and CDFA standards and industry best practices.

- Leverage project management practices and tools for System Development Lifecycle (SDLC) methods (such as waterfall and agile) through the entire project management life cycle (initiating, planning, executing, monitoring and controlling, and closing).
- Manage risks using established risk management processes (risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control).
- Manage, monitor and control IT project budget, schedule, and scope ensuring development of quality solutions in support of business needs.
- Monitor and track project milestones and deliverables to ensure that the project deliverables are on time, within budget, and at the required level of quality.
- Work closely with other project managers on projects of various sizes and complexities while learning and applying new project management skills, tools, techniques and best practices.
- Collect and promote lessons learned across projects.
- Provide excellent customer service to CDFA programs and stakeholders to effectively and efficiently deliver expected results.

#### **Function #2: IT Vendor Management** **35%**

In a lead State-representative capacity, perform vendor and contract management activities to ensure a positive and collaborative relationship with vendors, as well as vendor compliance with contract terms and conditions.

- Oversee and coordinate with vendor project manager the work assignments for vendor staff assigned to projects.
- Coordinate and schedule vendor activities with CDFA stakeholders that require stakeholder participation, oversee those vendor activities, and escalate issues as they arise.
- Participate in vendor performance reviews, review and evaluate defects/deficiencies to determine assessment of remedies and resolve accordingly.
- Review and make recommendations regarding payment of contract invoices consistent with the contract terms and conditions, Contract Management Plans, Vendor Management Plans, and deliverable acceptance processes.
- Perform an initial review of deliverables for contract compliance.
- Analyze and monitor expenditures against contract activities and contract budgets to ensure vendor expenses are within budget and escalate to State Functional Manager if major deviations are identified.
- Identify and report on procurement and contract-related risks and issues affecting IT projects and develop effective mitigation strategies and corrective action plans.

**Function #3: IT Project Analysis**

**20%**

Authorize IT projects by performing all aspects of the California Project Approval Lifecycle (PAL) (Statewide Information Management Manual (SIMM) section 19) for small or medium size and complexity IT projects.

- Manage, develop, or oversee the development of up to four stages of the PAL (Business Analysis, Alternatives Analysis, Solution Development, and Project Readiness and Approval).
- Collaborate with various business and technical teams along with Control Agency colleagues.
- Ensure CDFA and California Department of Technology (CDT) standards and best practices are followed.
- Access, analyze, and recommend information technology solutions based on program business needs and departmental IT enterprise strategies.
- Coordinate parallel reviews and approvals of documents with multiple versions, internal and external reviews, and tight time frames.
- Manage expectations while keeping all parties aware of expectations, potential risks and impacts to the project and affected business program.

## **B. Non-Essential Functions**

### **Function #1: Miscellaneous Duties**

**5%**

- Perform other job-related duties as required by the Supervisor.

## **III. Work Environment**

The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for extended periods of time and operate a personal computer utilizing a mouse and keyboard.

The incumbent must be able to give presentations, participate at meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently in order to move or position objects.

Travel to various CDFA facilities and sites throughout the state as needed using various means of transportation systems; overnight stays, and weekend and off-shift work may be required.

**Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.**

**IV. Employee's Statement  
(Please Initial one)**

\_\_\_\_\_ I have read and understand the duties and essential functions of the position.  
I understand Reasonable Accommodation<sup>1</sup> and how it applies to essential functions. **I can perform the duties of this job without Reasonable Accommodation.**

**OR**

\_\_\_\_\_ I have read and understand the duties and essential functions of the position.  
I understand Reasonable Accommodation<sup>1</sup> and how it applies to essential functions. **I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.**

\_\_\_\_\_  
Employee Signature<sup>2</sup>                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**CC: Employee  
Official Personnel File  
Supervisor's Drop File**

\_\_\_\_\_

<sup>1</sup> A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

<sup>2</sup> Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.