



Classification: Information Technology Manager I

Working Title: Enterprise Project Management Office Manager

Position Number: 358-110-1405-002

Division/Unit: Executive Division / Enterprise Project Management Office

Assigned Headquarters: Sacramento HQ

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under the general administrative direction of the Enterprise Risk and Optimization Section Manager (Information Technology Manager II), the Enterprise Project Management Office (EPMO) Manager (Information Technology Manager I) is responsible for planning, organizing, and directing the work of the California State Lottery (Lottery) EPMO. Sets project management processes and standards; formulates future long-range vision and objectives; aligns, reviews implementation, and ensures conformance of the Office with organizational policies and objectives. Drives the EPMO strategic oversight, administration, and collaboration with the organization's executives, business, and information technology stakeholders to provide enterprise-wide guidance, governance, standardized processes, and project portfolio management frameworks, best practices, tools, and techniques. The duties for this position are focused in the Business Technology Management and Information Technology Project Management domains; however, work may be assigned in other domains as needed.

Job Description

Essential Functions

- 40% (Essential) The incumbent is responsible for managing the EPMO and for the supervision of multi-functional Information Technology Specialist (ITS I and II) Project Managers and vendor teams. Leads, manages, and maintains the Lottery's Enterprise Project Portfolio. Defines the overall strategies to meet program and project-specific deliverables and requirements that map to the success of the business overall, as well as align all project, program, and portfolio activities with enterprise-wide strategic objectives. Provides direction and guidance for the development and maturity of the enterprise project management program, critical review and feedback regarding policy and legislation analysis and recommendations. Defines strategies for improving operational processes, including metrics to evaluate the velocity, quality, and timeliness to mature project management and project release cycles.
- 30% (Essential) Directs the centralized management of the processes, methods, and technologies used by project management resources and staff. Oversees the development of project plans and artifacts, project scope and budgets, business objectives, success criteria, assumptions, constraints, and dependencies. Identifies and defines project management frameworks, platforms, tools, and processes to determine the optimal approach for delivering projects that best achieve the department's



operational, technical, and financial goals. At an oversight level, manages projects through conceptualization, initiation, planning, executing, monitoring, controlling, and close out phases. Organizes and plans matrixed enterprise project structures, identifies required resources, and obtains staffing commitments from enterprise business and technical managers and stakeholders.

- 15% (Essential) In a management capacity the incumbent is responsible for formulating a common language for project managers, functional leaders, vendors, and other stakeholders that facilitates effective communication and ensures expectations are fully understood, agreed upon, and buy-in is attained throughout the enterprise. Leads critical enterprise project meetings, conducts program/project steering committee meetings, and facilitates planning sessions and workshops as needed to determine and/or resolve project issues, risks, and decisions. Participates in the Lottery's yearly enterprise business planning cycle.
- 10% (Essential) Evaluates proposed and in-flight projects and provides guidance to stakeholders, functional managers and staff to understand the scope, schedule and resources required. Develop and provide enterprise project portfolio updates, presentations, and reports to various department governance bodies, leadership, business and technical directors, and project stakeholders. Establish the appropriate levels of visibility to increase agility and accountability when adapting to initiatives or changes across the organization. Champion business transformation. Conduct regular program reviews to ensure organizational compliance. Establish and communicate key performance indicators for measuring project performance that foster quality products in the development and implementation of Business and IT services.

Marginal Functions

- 5% (Marginal) The incumbent prepares various reports and/or correspondence regarding the status of projects, responses to inquiries, or other materials necessary for management and prepare personnel documents necessary in the recruitment, training, and evaluation of staff. Participates, as needed, in ad-hoc committees, work groups, and projects. Performs special assignments and other job-related duties as required.

Scope and Impact

- A. Consequence of Error: The Enterprise Project Management Office Manager exercises good judgment in making decisions based on critical analysis and data affecting various aspects of the Lottery when managing the EPMO staff responsible for multiple critical projects for business programs, information technology systems and applications that support the gaming systems, business operations, and digital business transformation. Failure to provide a high level of leadership, judgment and decisions can adversely impact the Lottery's business operations, effectiveness, and quality. The execution of Lottery projects is paramount to the success of the Lottery's mission and objectives and constitutes a significant investment in time and resources.



- B. Administrative Responsibility: The Enterprise Project Management Office Manager is under administrative direction of the Executive Division’s Enterprise Risk and Optimization Section Manager and receives high-level guidance and leadership to meet Lottery’s mission and business objectives but is generally self-directed.
- C. Supervision Exercised and Received: The Enterprise Project Management Office Manager directly manages and oversees professional staff including four (4) Information Technology Specialist II (IT Spec II) and two (2) Information Technology Specialist I (IT Spec I).
- D. Personal Contacts: The Enterprise Project Management Office Manager interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, gaming vendors and consultants, and other state agencies.

Physical and Environmental Demands

None

Working Conditions and Requirements

- A. Schedule: 8:00AM to 5:00PM PST (After hours may be needed to ensure the delivery of project related duties for the California State Lottery)
- B. Minimal: On demand travel may be required to facilitate / participate in project related activities.
- C. Other: The Enterprise Project Management Office Manager must maintain an expert level understanding of best practices related to Project Management methodologies. The Enterprise Project Management Office Manager will work in a fast-paced environment with competing priorities, and mission critical deliverables

Effective Date: September 10, 2024

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR’S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE’S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.



Job Description

- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date



Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)



Job Description

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:

- a. Schedule:
- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).