

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

10864-ETS

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Enterprise Technology Solutions	POSITION NUMBER (Agency - Unit - Class - Serial) 306-072-1393-900
UNIT NAME AND CITY LOCATED Customer Delivery Division/FI\$Cal – West Sacramento	CLASS TITLE Data Processing Manager III
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) - - -

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the DGS Data Processing Manager IV, the incumbent works as part of a functional matrix team on the FI\$Cal Project as the DGS Departmental Implementation Team project manager. The incumbent participates in teams and workgroups at both the FI\$Cal Project and DGS locations.

% 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. <i>(Use additional sheet if necessary)</i>
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This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

Core Competencies

FI\$Cal is a matrix organization. The incumbent is working collaboratively in a team environment to carry out his/her duties and takes day-do-day direction from his/her project supervisor. Team members in a matrix organization will:

- Understand the relationship and work successfully and confidentially in the matrix
- Clearly identify and articulate risks and issues when discovered
- Expeditiously resolve those issues

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>ESSENTIAL FUNCTIONS</p> <p>This position may directly perform and/or lead a group of professional and analytical staff and other business staff and allocate staff resources to meet demands in the performance of their specific duties. Candidates must be able to perform the following essential functions with or without reasonable accommodation.</p> <p>In order to achieve successful implementation of the DGS-FI\$Cal Project, the incumbent shall:</p> <ul style="list-style-type: none"> • Leads and participates in a team environment that includes activities such as: collaboration, development, and review of detailed system requirements, gap analysis, design, configuration, installation, testing, training, deployment, process re-engineering, change management, communication, and other activities in order to ensure successful implementation of the FI\$Cal Project. • Leads the analysis of DGS' entire legacy system portfolio (DGS has identified 200 existing legacy systems that support 23 different business lines) relative to its department-wide Wave 2 FI\$Cal implementation, determining the appropriate integration strategy (i.e., which existing systems FI\$Cal will consume, which will remain and integrate with FI\$Cal). • Ensures that PeopleSoft's sub-system transaction modules are appropriately designed and configured, accommodating the business needs of DGS from both a program and a department-wide perspective, eliminating duplicative and redundant system processing. • Ensures the appropriate PeopleSoft sub-system module configurations are developed with the proper role-based security protocols with corresponding workflow routines, enabling the appropriate DGS users to access PeopleSoft accordingly. • Ensures the development of the appropriate PeopleSoft routines enabling DGS' fee-for-service business model, and direct-charge billing, ensuring such charges/assessments can be properly captured/processed from both FI\$Cal and non-FI\$Cal departments throughout FI\$Cal's phased integration, and that such routines properly integrate with the SCO's direct transfer of funds protocols for proper recording in SCO's statewide GL (book of record). <p>35%</p> <p>In order to meet project goals and objective, the incumbent shall:</p> <ul style="list-style-type: none"> • Initiates, manages, and collaborates with other IT experts to manage the development, design, configuration and implementation of the FI\$Cal system. • Develops and manages technical requirements reflecting DGS' various business functions. • Provides technical expertise and guidance on the project initiation, execution and oversight requirements to customers and management. • Leads and manages the FI\$Cal project approval process for various deliverables by coordinating and facilitating applicable business program and technical reviews. Performs reviews and makes recommendations for approval of key business-related project deliverables. • Ensures that all functionality of the existing systems are fulfilled in the new ERP system including legacy system conversion, business process re-engineering, system development and testing, workforce transition, and training. <p>25%</p> <p>In order to successfully complete FI\$Cal on schedule:</p> <ul style="list-style-type: none"> • Prepares reports, project schedules and dashboards for the Director and executive staff depicting the FI\$Cal project progress, as well as risks, issues and key decisions made in the reporting period • Leads project planning and oversight by providing step to step monitoring of all FI\$Cal impacted applications and enterprise-wide operations. • Collaborates in the most complex project planning, scheduling and alternative analysis with program representatives. • Develops most complex detailed project plans in accordance with ETS Project Management Guidelines, PMBOK and CA-PMM. • Prepares independent project oversight reports for management. • Develops updates and obtains approvals from stakeholders and steering committee of technical operational project charts and project management plans. • Documents, mitigates and monitors project risks identified by staff, contractors and management. • Documents business issues, requirements, change requests, and evaluation of proposed alternatives throughout each phase of the project <p>25%</p>

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10%	<p>In order to meet the requirements and obtain the approval of all authorizing authorities (i.e. DOF, SCO, STO, DGS, CalHR, SPB, etc.):</p> <ul style="list-style-type: none"> • Meets with stakeholders to ensure the design, development, and implementation of the system addresses statewide and departmental business needs for applicable business functions and applies best business practices. • Reviews and participates in the analysis of existing policies, standards, and procedures to assess the opportunities for process re-engineering. • Collaborates in the development of statewide policies, standards, and procedural issues related to the implementation of the system. • Presents best-business practices based on research as it applies to departmental and statewide financial management systems. • Ensures status reports and updates for project management are prepared. • Develops and presents analyses, issue papers, and memoranda to support the decision-making of senior managers and policy makers as assigned by the project management. • Manages the preparation of documentation needed to meet administrative and contractual reporting requirements.
5%	<p>MARGINAL FUNCTIONS</p> <p>In order to promote and encourage optimal performance from fellow DGS team members:</p> <ul style="list-style-type: none"> • Maintains regular communication and informs executive-level management of all issues related to the specified functional business areas. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.</p> <p>Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's Equal Employment Opportunity objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge and ability to learn and understand the technical aspects of modern information technology processes, management systems and development • Knowledge of types and capabilities of electronic data processing equipment, systems, and software • Ability to acquire and apply knowledge of information technology processes and systems to the business analyst function • Knowledge of programs, organizations, and management of major electronic data processing using agencies • Knowledge and ability to create feasibility study reports for electronic data processing systems • Knowledge of benchmarking procedures • Knowledge of State procurement and contracting processes; familiarity with the DGS Procurement Division's Leveraged Procurement Agreements and the DGS eProcurement System

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	<ul style="list-style-type: none"> • Ability to represent the DGS as part of the multidisciplinary Project Team on the FI\$Cal Project and as the functional project manager on the Technology Team • Ability to collaboratively work on those issues in a cross-functional, matrix organization to develop solutions that are best for California as a whole. Ability to work with other state staff and vendors to develop project-related subject-matter • Ability to provide evaluative information on types and capabilities of electronic data processing equipment, consultants, or software used in State agencies • Ability to gain cooperation and acceptance as an expert in electronic data processing-user agencies, State Office of the Chief Information Officer officials and marketing representatives • Ability to analyze situations accurately and take effective action • Demonstrate capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests • Accept new and increasing responsibilities • Thrive in a collaborative, dynamic matrix organization • Enjoy working in a challenging environment • Adjust to evolving priorities and challenges • Work as a team member to meet goals and objectives • Communicate diplomatically and effectively, both orally and in writing • Logically plan and organize the work of staff • Establish and maintain effective professional working relationships • Use initiative and independent judgment in resolving issues • Recognize, support, and perform in the project environment • Ability to work under pressure to meet deadlines • Willingness to work excess hours to achieve project schedule requirements • Proficiency with MS Excel, MS Word, MS PowerPoint and MS Project <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • The sensitivity of the Project may require excess hours to be worked to achieve project schedule requirements. • The incumbent should be available to travel as needed. • The incumbent provides back-up, as necessary, to ensure continuity of Project activities. The incumbent must maintain regular, consistent, and predictable attendance. • This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. • This position requires daily use of a fax, copier, and general office equipment and use of a cell phone, pager, and laptop computer as needed. • This position requires mobility to various areas of the department's work locations. • This position requires use of a hand-cart to transport documents and/or equipment up to 15-20 lbs (i.e., laptop computer, reference manuals, solicitation documents, etc.). • Due to the nature of the Project, this position requires the ability the handle stress. • The incumbent must maintain good working habits and adhere to all policies and procedures. <p>SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others (e.g., stakeholders, customers, management, peers, etc.) to facilitate communication, to improve the work environment, and increase productivity. • The incumbent will recognize staff (formal and informal) for outstanding performance to foster teamwork and improve morale. • The incumbent will promote training to develop staff proficiency, as appropriate. • The incumbent will review and approve high profile work (e.g., correspondence for the Project Executive, Steering Committee Members, etc.) to ensure accuracy and validity.