

DUTY STATEMENT

GS 907T (REV. 03/05)

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-

10866, 11009

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Admin Division - Enterprise Technology Solutions	POSITION NUMBER (Agency - Unit - Class - Serial) 306-072-1312-925
UNIT NAME AND CITY LOCATED Project and Portfolio Management – West Sacramento	CLASS TITLE-- Staff Information Systems Analyst (Specialist)
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 3rd Floor
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 Data Processing Manager II, the incumbent serves as the lead for Project Portfolio Management for complex IT systems. Responsibilities include defining and documenting the project portfolio process, managing the project portfolio process from demand capture through project approval, implementation, and continuous improvement.

% 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. (Use additional sheet if necessary)

35%	<p><i>All work is to be performed in accordance with State and Federal laws and rules, State Personnel Board, CalHR, State Administrative Manual (SAM), Government Code and other statutory mandates, and/or principles and guidelines of the Department of General Services (DGS) Executive Management.</i></p> <p>The Department of General Services' (DGS) Core Values and Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>ESSENTIAL FUNCTIONS Project Portfolio Management In order to deliver cost effective technology-driven solutions that meet customer business needs, under the guidelines of DGS Enterprise Technology Solutions Governance:</p> <ul style="list-style-type: none"> Lead the Project Portfolio Management program to ensure that all project efforts are aligned with DGS strategic plans through project prioritization, analysis for feasibility and evaluated for resource availability.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

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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30%	<ul style="list-style-type: none"> • Manage the project portfolio approval process by coordinating and facilitating pre-approval assessments, resource capacity planning and project governance reviews. • Provide oversight and guidance for the collection of project request data and maintenance of the project portfolio using systems utilized by the DGS Project Management Office (PMO) such as SharePoint and PM workbook. • Create management reports used for project governance and ensure executive review and approvals are complete and accurate. • Work closely with the Project Managers to provide accurate data and reports for leadership decisions. • Gather, write, and communicate complex project portfolio information such as status, roadmap, budget, resource constraints etc. to ETS leadership and project stakeholders. • Provide input to the ETS Capital Plan, based on the Project Roadmap in order to ensure proper reporting to California Department of Technology. • Ensure compliance with Department of Technology reporting requirements for reportable projects. <p>Process Management</p> <p>In order to successfully develop and improve the most complex ETS processes for project intake, approval, managing and reporting for systems and automation in accordance with the state CIO, DGS and ETS policies and guidelines:</p> <ul style="list-style-type: none"> • Define, document, and communicate to ETS Leadership, DGS Management and Stakeholders ETS' Project Portfolio Management most complex processes and procedures for project intake, approval, managing and reporting. • Research best industry practices to set goals for the further development of complex processes supporting the DGS long-term and short-term Project Portfolio Management and related resource management needs to provide for the success of all DGS projects. • Lead continuous improvement of the Project Portfolio and Project Management Office processes, procedures, methodologies, standards, tools, and techniques through adoption of industry best practices. • Provide consulting, mentoring, and training to ETS leadership, management, and staff on complex Project Portfolio Management. • Provide training on Project Management Artifacts in use by Project Management Office to new Project Managers.
15%	<p>Communication</p> <p>In order to review new requests for IT solutions from DGS' various divisions/offices:</p> <ul style="list-style-type: none"> • Consult with the Customer Relations, Strategy and Planning Team to ensure requests for IT solutions include the necessary information to evaluate inclusion to the Project Roadmap. • Collaborate with teams of business analysts, system architects, subject matter experts, testing leads, and external entities on the Project Portfolio Management processes, as required, to develop assessment documentation. • Oversee the completion of all meeting minutes, assessment documentation and Project Review Council decisions.
15%	<p>Project Management</p> <p>In order to successfully complete the most complex enterprise projects involving the most complex information technology systems:</p> <ul style="list-style-type: none"> • As project manager, lead and monitor, all phases of the project, from scope, schedule, budget, and resources following the DGS Project Management Methodology and Systems Development Life Cycle (SDLC) methodology.

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5%	<ul style="list-style-type: none"> • Gather, write, and communicate complex project information to project stakeholders in order to ensure transparency. • Oversee the completion of all project deliverables such as Project Charter, Project Plan, Feasibility Study Reports (FSR) and Post Implementation Evaluation Report (PIER). • Collaborate with teams of business analysts, system architects, subject matter experts, test coordinators, external entities, and user acceptance testers in order to ensure consistency in reporting. • Manage project scope, schedule, resource, budget, risk, and status using systems utilized by the DGS PMO such as PM workbook. <p>MARGINAL FUNCTIONS Attend training classes as needed and satisfactorily complete all team training requirements. As a member of a multi-disciplinary team, perform other duties as required to ensure successful implementation of cost- effective services and products that support our customers.</p> <p>KNOWLEDGE AND ABILITIES Knowledge of: Principles of public administration, organization, and management; information technology systems equipment, software, and practices; analytical techniques; technical report writing. Ability to: Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions; develop effective solutions; apply creative thinking in the design of methods of processing information with information technology systems; monitor and resolve problems with information technology systems hardware, software, and processes; establish and maintain effective working relationships with others; communicate effectively.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • A demonstrated interest in assuming increasing responsibility. • Mature judgment; loyalty; poise, tact, and discretions. • Ability to take and follow directions from supervisors. • Ability to communicate effectively with customers, peers, and management. • Ability to make decisions, influence others. • Ability to manage projects, mentor others on team. • Ability to take initiative. • Ability to work individually as well with others in a team setting. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Excellent communications skills. • Excellent analytical skills to troubleshoot problems or offer alternatives for problem resolution. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Requires ability to effectively handle deadlines, sensitive issues, and multiple priorities. • May require occasional more than 40 hours of work to meet deadlines. • Ability to travel locally to various meetings. <p>DESIRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • Demonstrated professional and technical knowledge and recently applied experience using agile methodology. • Proven track record in managing complex IT projects. • Experience with ITIL.