

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Information Systems Analyst (Supervisor)	D20/IT/Customer Service Division/IT Proj Management Ofc	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
		November 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

The Department of Transportation (Department) Information Technology (IT) Project Management Office (PMO) is responsible for the management and oversight of all reportable and delegated projects with IT components in the Department. This responsibility requires the PMO to define methodologies, policies, standards, processes, and direct activities for the Enterprise Portfolio which includes various processes such as Concept Papers, Feasibility Studies and Feasibility Study Reports, Project Management, and Project Oversight. The recruitment of qualified staff is paramount to achieving this goal.

Under the general direction of the Manager, IT Project Management Office (PMO), a Data Processing Manager III, the incumbent is responsible for supervising the work of the IT PMO staff who are involved in performing activities related to project management or the development, implementation, and maintenance of project management methodology, processes, procedures, and standards. In this capacity, the incumbent will provide recommendations to Customer Service Division management on the implementation of Project Management. The incumbent will also provide coaching and mentoring support to the Department's programs. The incumbent will assist the Department in developing and advancing the responsibilities regarding project management. This may include researching best practices, developing documentation, and providing briefings and presentations to both IT and Program executive management.

**TYPICAL DUTIES:**

Percentage	Job Description
50% E	<p>Supervisor: The incumbent will supervise the work of IT Project Management professionals and various consultants that conduct project management activities or that develop, implement, and maintain project management methodology, policies, standards, processes, procedures, templates, and toolsets. This requires that the Supervisor understands the California Department of Technology CA-PMM (California Project Management Methodology) and industry best practices and guidelines developed by such organizations as the Project Management Institute. The incumbent must be versed in standard project phasing including Initiation, Planning, Execution, Monitoring and Control, and Closeout. In addition the incumbent must possess knowledge of Product Development Lifecycle for application development.</p>
40% E	<p>Technical Specialist: The incumbent will independently analyze the most complex project management issues to determine the appropriate approach required for successful delivery of projects. In addition, the incumbent will direct the development and implementation of methodology, policies, standards, processes, procedures, templates, and toolsets relating to project management. He/she will train the Department staff in the use of the methodology, policies, standards, processes, procedures, templates, and toolsets.</p> <p>The incumbent will ensure projects are in scope, on schedule, and within budget of the approved feasibility study report. Other responsibilities include implementing project management and IT policies, standards, and processes to manage the project to successful implementation. The incumbent will ensure that project plans are developed and remain current, project communications are accurate and timely, project budgets and schedules are accurate, projects' risks and issues are being managed, and project resources are available for assignments across the enterprise.</p>

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10% M Assist with the management of the enterprise project portfolio and other duties, as assigned.

ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position supervises IT PMO Associate, Staff, and/or Senior level analysts, and directs the activities of various IT PMO consultants.

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a high degree of both leadership skills and technical expertise to be operationally competent in a highly complex and sensitive function, developing and/or recommending process, procedures, and methodologies for the approval of Department management, and working closely with both internal and external staff at all levels. The incumbent must have the ability to perform politically sensitive and policy-influencing functions effectively and have a thorough knowledge and understanding of emerging technology and evolving industry standards as well as the Department's business needs. The incumbent is expected to be familiar with and implement State, Agency and Departmental policies and procedures, have knowledge of the principles, practices, and trends of public administration, including planning, cost/benefit analysis and training practices.

The incumbent must be able to make rational and feasible decisions; effectively evaluate the results and consequences of such decisions and activities, as they relate to the composition of budget estimates and the control of allocated resources; perform project management or task management; and oversee system development. The incumbent must have the ability to network and interface in an effective manner with other technical personnel and the organization's management in securing the resources, expertise, and approvals necessary to implement large-scale or sensitive information technology solutions. The incumbent must understand the principles of personnel management, supervision, and training; the Department's Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity process and the processes available to meet equal employment objectives.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Department's project managers will depend on the Senior Information Systems Analyst Supervisor's work products to effectively and successfully conduct their projects. Bad judgment and/or decisions may prevent the incumbent from effectively delivering the Department's IT projects. This may contribute to the cancellation of projects, schedule delays, cost overruns, technical issues, and products that do not fulfill all of a customer's requirements and expectations. Should this occur, the Department may lose credibility relative to its ability to track and manage its IT projects. This may lead to a further loss of funding for other current and future IT projects, along with increased schedule delays and project overhead costs due to increased control agency reporting, technical, financial, and/or project management requirements.

### PUBLIC AND INTERNAL CONTACTS

The incumbent will be called upon to interface closely with program and project management staff within the Department to provide assistance regarding business analysis. In performing the responsibilities of this position, the incumbent may initiate contacts with other departments that have comparably sized IT functions that have conducted projects similar to those assigned to the incumbent. The incumbent may also have contact with government and/or control agencies like the California Department of Technology, the Department of General Services, vendors of commercial tools or methodologies that may be adopted by the Department, or outside consultants; concerning successful project delivery.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Mental requirements include: be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional requirements include: be able to value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

### WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting using a personal

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computer. Employee may be required to travel.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE