



# Controller Betty T. Yee

## California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

**Position:**

(277) Information Technology Specialist I

**Position #:**

051-340-1402-024

**Salary Range:**

\$5562.00 - \$8999.00

**Issue Date:**

10/2/2020

**Contact:**

Denise Middleton (916) 323-6695

**Location:**

Information Systems Division  
300 Capitol Mall Suite 634  
Sacramento, CA 95814

**Final Filing****Date:**

10/15/2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit application package electronically via your CalCareers account or to address below:**

State Controller's Office  
Human Resources Office  
ATTN: Classification Unit - AP  
300 Capitol Mall, Ste. 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application package must include either ARF # 21-012 or Position #051-340-1402-024 in the job title section. Application received without this information may be rejected.**

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.cahf.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

*Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the direction of the Project Management Office (PMO) Information Technology Supervisor II, the Information Technology Specialist I works independently as a leader performing activities related to the Project Management Lifecycle (PMLC), System Development Lifecycle (SDLC) and Project Approval Lifecycle (PAL). The IT Project Manager is a liaison to the SCO program partners and technology teams and independently performs management and oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery of unique IT products, services or systems. As the Project Manager, the incumbent will coordinate multi-disciplined teams working in a matrixed environment to develop and execute project plans for medium to large sized projects, which may include implementation to 140+ state departments and agencies. As a member of the Project Management Office (PMO), the incumbent may advise, mentor, train, and/or provide guidance and support to information technology projects that affect the State Controller's Office (SCO). In addition, the incumbent provides maintenance and operations support of PMO policies, procedures and standards. To support these responsibilities, the incumbent must demonstrate the highest level of expertise in project management techniques and System Development Lifecycle (SDLC) practices, the Project Management Lifecycle (PMLC), CA-Project Management Framework (PMF), and an understanding of customer service concepts. Duties include, but are not limited to:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Provide overall direction, coordination, implementation, execution, monitoring and controlling to complete specific project(s) ensuring consistency with SCO strategy and goals following state and/or SCO project management policies, processes, standards and procedures.
- 1 Lead the planning and implementation of medium to large sized highly complex and visible project(s). This may involve obtaining project approval through the state Project Approval Lifecycle. The incumbent will facilitate the definition of project scope, goals and deliverables, defining the tasks and resource requirements, defining the project approach, developing the schedule, and developing the necessary project planning documents. The incumbent must apply the appropriate breadth and depth of project planning as required to meet State level requirements of a medium to large sized project.
- 1 Working in a matrixed environment, coordinate cross-departmental, cross-divisional and multi-disciplined teams to achieve the scope, goals and deliverables of the project. Perform technical analysis and provide direction and support to the project team. Prepare and deliver presentations and facilitate working sessions as necessary to build the team and ensure effective communications are taking place.
- 1 Monitor, evaluate and track project progress, milestones and deliverables using appropriate project management tools (e.g. MS Project, various project templates and forms, and SCO's MERIT system). Take appropriate action to address problems and issues that may arise throughout the project to keep the project on scope, schedule and budget. Update project plans, as needed, ensuring proper change control is taking place to provide the project artifacts for oversight, audit and historical reference.
- 1 Work with contracts, budget and project staff to plan and conduct procurement activities including but not limited to: development of RFx and SOW documents, solicitation plans, and evaluation criteria and participation in vendor evaluation and selection. Develop and execute contract and vendor management plans. Collaborate with the vendor to refine the overall project strategy and plans, updating as needed.
- 1 Track and monitor project team and contractor deliverables. Review, evaluate and/or facilitate evaluation of project team and contractor deliverables ensuring the project/contract requirements are satisfied and quality products are created/received. Provide approval for vendor payments and manage project expenditures and budget. Develop and execute a transition plan to ensure that knowledge transfer and training of state staff is completed and maintenance and operations can be properly supported.
- 1 Gather and disseminate appropriate project information to multi-level stakeholders, from executive level, external stakeholders, control agencies, business partners, contractors, and management and project team members. Prepare and present project status reports, facilitate and drive risk and issue resolution, and

manage and communicate changes to the project to achieve the expected outcomes.

- 1 Prepare and produce budget change proposals (BCP), Spring Finance Letters (SFL), and/or Special Project Reports (SPR) as needed to address funding and project changes. Collaborate with budgets, contracts, business and IT staff to gather needed information and conduct reviews. Coordinate with Executive levels, as well as Department of Technology and Department of Finance to provide necessary information and gain approvals to continue the project.
- 1 Ensure quality control and assurance activities are taking place in the development lifecycle to reduce and/or eliminate defects. This includes building in quality to provide for future maintenance and operation needs.
- 1 Collaborate with the business staff and potential stakeholders, including the vendor, to gather information for input to the post implementation evaluation. Follow departmental and/or state processes to perform project closing activities. Produce the Post Implementation Evaluation Report (PIER) and support any questions from control agencies and/or legislature.
- 1 Ensure SCO project efforts are consistent with SCO's IT strategic direction by staying current on SCO's direction for enterprise architecture and the technical infrastructure.
- 1 Perform impact analysis and implement recommendations related to any changes to the SCO and the State's IT standards, policies, instructions, processes and guidelines as addressed in SAM, SIMM, Management Memos and annual Budget Letters. Analyze legislation that may have an impact on the project and/or operations and provide impact analysis reports.
- 1 Review the California Department of Technology's (CDT) Project Management Framework (PMF) and SCO PMO project management methodology, processes, procedures and templates. Collaborate with the PMO manager and other PMO staff to generate a plan for the update of SCO PMO governance, templates and processes.
- 1 Update and/or create SCO PMO templates and draft project management procedures and templates. Participate in peer review and management acceptance of these materials and migrate them to PMO's shared online resource.
- 1 Advise, guide and collaborate with the SCO project teams to assist them through the state and departmental project approval and/or project management lifecycle methodologies, process, templates, techniques, etc. Collaborate with SCO business area project managers, Department of Technology ITPOC, Department of Finance (DOF) and General Services, as needed, to ensure the project complies with State IT policies, guidelines and strategies for project definition, monitoring, tracking and reporting.
- 1 Provide consulting support for requirements analysis and documentation, system design, development, testing, integration, and implementation of IT systems. Provide project management training to SCO employees. Review and consult the SCO Business program areas regarding business process improvement proposals that are supported by IT or needed to improve project performance.
- 1 Follow and implement processes and procedures necessary to maintain PMO operations. Prepare project management related assignments utilizing IT, business and project management knowledge and skills to support SCO projects. Maintain a high level of knowledge in information technology, systems development lifecycle and project management policies, concepts, practices, methods and best practices.

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*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 02/2020*