



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☐ Current ☒ Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	CalInnovate
Classification	Senior Product Manager
Working title	Senior Product Manager
Position number	
Prepared date	06-24-2024
Effective date	
Name	Vacant

General Statement

Under the administrative direction of the Acting Deputy Director for Product, the Senior Product Manager is an expert advisor and is responsible for the planning, development, and implementation of products, services and statewide policies, standards, and procedures associated with and directly related to digital service delivery, adoption, maintenance and capacity building. The incumbent will advise the Directorate, in the strategic direction for multiple digital service products or services that substantially improve the ability of Californians to interact with their government and for our partner agencies to deliver on their missions. The incumbent will lead product visioning, strategy, planning, and management throughout the product life cycle, coordinate new features and functionalities, optimize product strategy and roadmaps, and utilize agile methodologies to guide technology and design projects. The incumbent will lead cross-functional teams of engineers, designers, researchers and data analysts to develop and deliver digital service solutions. The incumbent plays a significant role managing and communicating with stakeholders and working with the Directorate to develop priorities and practices pertaining to projects, strategic planning, technical direction, resource management and program delivery.

Essential Functions

%	Description
40%	<ul style="list-style-type: none">Lead cross-functional teams of researchers, designers, engineers and other SMEs in the development of product vision and strategy, including aligning teams and stakeholders around shared goals and outcomes;

	<ul style="list-style-type: none"> • Develop and implement solutions that will increase value, streamline service delivery and respond directly to the needs of Californians; • Establish and manage multiple complex products, ensuring continuous improvement and user needs are met long-term; • Drive research and discovery to understand and document existing business processes and identify opportunities for organizational change; • Use research and data to assess how products are performing against user needs and other success measures, and scope iterative changes based on changing user needs; • Analyze demand and fit, conduct competitive analysis, and guide build vs. buy or reuse approaches; • Collaborate with departmental business programs, IT teams and others to assess need, value, usability, feasibility, cost, and capabilities of potential solutions; • Develop and implement planning and execution of successful handoff of ODI projects, that includes close collaboration with ODI partners and vendors;
30%	<ul style="list-style-type: none"> • Develop and maintain project plans which include scope, schedule, cost, quality, organization, communication, staffing, and risk management. • Manage projects against project plans to ensure adherence to budget, schedule, and scope. • Facilitate project management processes and practices including stand-ups, backlog grooming, sprint planning sessions, and retrospectives. • Perform risk assessments to develop response strategies in order to control or reduce risk.
15%	<ul style="list-style-type: none"> • Collaborates with ODI's Government Relations teams on strategy & business development, developing and implementing a high-level strategy for ODI project engagement; • Demonstrates thought leadership and contributing best practices in a variety of technologies and principles; • Assesses the state of digital services provided by the State government and works to align strategies and practice; • Contribute to a talent strategy that includes recruiting new ODI team members to participate in solving complex challenges; • Confer with key government/private officials and top experts in the field; • Help execute programs, policies and platforms that support digital innovation.
10%	<ul style="list-style-type: none"> • Advises the Directorate regarding major issues confronting the Office. • Support and scale ODI's product management function and improve competencies of other state teams through playbooks, approaches, communities of practice and other training channels

Marginal Functions

5%	<ul style="list-style-type: none"> • Apply principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting and project management and perform other staff assignments as appropriate and required.
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Supervision Received

The Senior Product Manager will report to the Deputy Director, Service Innovation.

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Los Angeles, CA; Oakland, CA; Sacramento, CA; or San Diego, CA. , and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date