

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Supervisor II	DIVISION NAME Administrative Services Division, Departmental Operations Office, Contracts Section
WORKING TITLE Chief, Contracts Section	POSITION NUMBER 333-650-1404-XXX
EMPLOYEE NAME VACANT	EFFECTIVE DATE TBD

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Chief, Departmental Operations Office (CEA), the Information Technology (IT) Supervisor II acts as the Chief of the Contracts Section, and is responsible for planning, coordinating, and directing the work and daily operations of the Contracts Section. This direction includes complex, sensitive, and high-level vendor accountability issues. This position also communicates and coordinates with other divisions, department staff, managers, leaders and oversight agencies to resolve contract related issues. The section chief is expected to be a working supervisor.

The duties for this position are focused in the Business Technology Management domain, however, work may be assigned in the other domains on an as needed basis.

SUPERVISION RECEIVED

This position reports directly to the Chief, Departmental Operations Office (CEA).

SUPERVISION EXERCISED

The IT Supervisor II directly supervises the staff in the contracts section.

Conflict of Interest, Form 700 classification

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
35%	<p>Contract Management</p> <ul style="list-style-type: none"> • Oversee the performance of IT contract management for all FI\$Cal personal services contracts, services contracts, Inter-agency Agreements and multi-year software and hardware contracts, including Infrastructure as a Services (IaaS), Platform as a Service (PaaS), Software as a Services (SaaS). • Oversee the planning and operational aspects of vendor performance activities; participate in the implementation, monitoring, and reporting of the department's contract management responsibilities and processes. • Perform the investigation and analysis of the most complex and time sensitive vendor accountability and contract issues including the evaluation of various alternatives. • Identify and provide mitigation strategies on IT contract and vendor issues; consults with the FI\$Cal leadership to resolve the most complex, confidential, and/or sensitive contract issues. • Monitor the preparation of standardized program review processes and guidelines for implementing progressive correction action, i.e., warning letters, withholding invoice payment, plan of corrective action, and contract termination. • Ensure that the monitoring of budget and financial information is accurately tracked and reported (i.e. verify invoices conform to the currently approved contract documents). • Work with various departmental teams to reach a common understanding of the most complex contract problems/issues and works collaboratively to reach an effective solution. • Represent the department and present vendor accountability issues in a variety of settings (i.e. departmental meetings, policy determining forums, leadership meetings, and tasks forces). • Support and participate in the negotiations with contractors regarding contract changes/amendments. • Oversee and manage the implementation of the department's Contract Management Plan; review and edit department policies, procedures, standards, contract-monitoring tools related to the early identification of contract performance issues; update and maintain policies and procedures to support contract management activities. • Ensure department documents are in compliance with state policies and federal regulations.
30%	Supervisory Duties

	<ul style="list-style-type: none"> • Plan, direct and organize all work for the Contracts Section, including managing the day-to-day activities of the most complex IT service contracts. • Responsible for hiring, developing, training, and retaining competent, IT professional staff that maintain an adequate level of specialized technical expertise to support current and future needs. • Oversee, review and approve all work activities performed by subordinates and associated work products. • Oversee research conducted by subordinate staff on various IT procurement and contract issues. • Develop training plans, oversee the completion of training requirements, and provides mentoring and coaching to staff. • Develop performance appraisals, probation reports, individual development plans, and other personnel-related documentation. • Counsel employees regarding attendance and work performance deficiencies, takes corrective action as appropriate and initiates adverse or corrective actions, if necessary. • Forecast future workload; plan and allocate resources accordingly.
20%	<p>FI\$Cal Meetings and Consultation</p> <ul style="list-style-type: none"> • Coordinate with FI\$Cal executive staff, managers, and supervisors to identify and resolve internal risks and issues, monitor progress, and address business needs, as they relate to IT contracts, in order to minimize potential risks and to ensure the overall success of FI\$Cal. • Participate and provide subject matter expertise in the maintenance and operation of the FI\$Cal System. • Develop and conduct presentations to internal and external stakeholders on contract management related topics. • Represent FI\$Cal and present contract management issues in policy determining forums and task forces. • Provide consultative advice and training on contract management processes to FI\$Cal staff (non-supervisory, supervisory, management, and leadership). • Contribute to FI\$Cal communication documents (e.g., project management plans, status reports, newsletters and other documents, etc.) by providing status of current and planned contracts.
10%	<p>Research and Analysis</p> <ul style="list-style-type: none"> • Perform multifaceted analyses in the more complex areas of IT contracts. Research various contract management procedures and policies in order to develop new solutions and methods of vendor accountability issues. • Utilize the California Statewide Information Management Manual, California State Administrative Manual, California State Contracting Manual, California Public Contract Code and the California Government Code.

	<ul style="list-style-type: none"> • Formulate and present recommendations to the Deputy Director of ASD, Chief of the Departmental Operations Office and to FI\$Cal Executive staff, regarding contract management best practices, acquisition outcomes and strategic direction for the department to achieve overall success. • Assist in the development of departmental documents, thorough participating in various meetings, providing insight and expertise with regard to current and planned contracts, providing cost estimates for current or future contracts, etc.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Perform other related duties as required to fulfill FI\$Cal’s mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Specialist I and Information Technology Specialist I classifications.

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SPECIAL REQUIREMENTS

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. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL’s core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

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 copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature _____ Date _____

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

Hiring Manager Signature _____ Date _____

HR Analyst **TMB**

Date Revised: 6/5/2024