

DUTY STATEMENT

Class Title Information Technology Specialist II - IT Contract and Procurement Lead	Position Number 802-362-1414-XXX
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COI Classification
 Yes No

Unit

Section
Contract Services Section (CSS)

Branch
Project Management Services & Support (PMSSB)

Division
Medi-Cal Enterprise Systems Modernization Division (MESMD)

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Under the board administrative and policy direction of the Enterprise, Innovation and Technology Services (EITS) Medi-Cal Enterprise Systems Modernization (MESM) Division's PMSSB Chief (Information Technology Manager II) and the Administrative & Contracts Services Section Manager (ITM I), the incumbent monitors Contract and Procurement activities across the MESMD enterprise. The incumbent is responsible for ensuring that contracts and procurements are managed in accordance with the policies of the California Technology Agency's Project Approval Lifecycle (PAL) processes and procedures; and, as prescribed in the State Administrative Manual.

The incumbent will act as Lead over the Division's IT contract and procurements activities. The incumbent will lead all activities related to contractually obtaining Federal and State control agency approval and funding for DHCS MESMD IT projects; including System Replacement and Legacy System Enhancements. These activities include working with the DHCS Program Managers and Project Managers to develop accurate statements of work (SOW), project scope, schedule, cost estimates and project budgets. Ensures that all solicitation documents adhere with the California Department of Technology (CDT) PAL processes and procedures. Responsible for developing and preparing complex IT-related acquisitions, including IT contracts, service agreements, software/hardware maintenance contracts, and goods. Conducts research, analysis and prepares vehicles/methods for formal or informal IT goods and/or services acquisitions such as, but not limited to, SOW, Request for Proposals (RFP), Request for Offers (RFO), Request for Quotations (RFQ), and Request for Information (RFI). Collaborates with Program and ETS technical staff to develop requirements, solicitation documents (RFP, RFO, RFQ, SOW, etc.), timelines, validates funding strategies, staffing qualifications and requirements, tasks and deliverables definitions, and evaluation criteria. Collaborates and communicates procurement activities with CDT Services Procurement Division.

The incumbent also provides technical Leadership for drafting technical contracts and participates in contract evaluations for contractual services necessary to support projects in the DHCS/MESMD Portfolio. This position requires exceptional tact, sound judgment, a high degree of initiative, independence of action and originality, and the ability to work well under pressure, meet deadlines, and adapt to changing priorities. It also requires knowledge of the Portfolio Projects' scope, schedule and cost as well as the ability to identify and timely report deviations that can jeopardize projects' success.

Supervision Received: Under direction of the Chief of PMSSB, MESMD, a CSS Information Technology Manager I.

Supervision Exercised: No direct supervision exercised.

Domain: Business Technology Management; IT Project Management

Percent of Time Essential Functions

- 50% Procurement and Contract Management Duties
Expert knowledge and/or experience in the State of California's IT Goods and IT Services procurement, and, PAL processes and procedures. In-depth knowledge of Federal and State IT project approval and funding requirements. Ability to lead procurement and manage contract activities for multiple IT projects and subprojects simultaneously, in a matrix organization structure. Monitors DHCS/MESMD Portfolio projects' scope and schedule as they affect projects' contractual cost, monitor adherence to IT State and Federal project management policies and principles. Assists Division project managers to ensure the state's project meets goals and objectives within scope, schedule and cost. Knowledge of principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation. Develops Non-Competitive Bids (NCB's) to ensure MESMD IT Projects are successfully executed and resources. Ability to mentor team members on State of California contracting and procurement principles. Ability to demonstrate a high level of knowledge of project management standards, system design, the principles of the system development life cycle, and best practices in the IT industry. Prepared cost-benefit analysis as needed. Reviews and approves Project and Contract Management deliverables.
- 20% Development of required Federal and State documents
Participates in the planning, development, management and organization of the project funding and approval documents (Implementation Advanced Planning Document Updates (IAPDU), PAL, and Special Project Reports (SPRs)) in a matrix management setting. Develops and manages the Centers for Medicare and Medicaid Services (CMS) required documents ensuring the Federal approval of MESMD IT Project certification. This includes assisting in the development of the highly complex project budget and cost allocation plan, for submission to the Federal government (CMS) to secure and maintain enhanced Federal funding for DHCS/MESMD projects; serving as the Division's analyst on IAPDU submission and approval requirements. Analyzes and responds to Federal questions regarding project, personnel, budget, and cost information in IAPDU's. Oversees the development of State and Federal project funding and approval, for review and approval by control agencies, and responds to inquiries accordingly. Meets with and provides presentations to Federal, Legislative, and State control agency briefings. Prepares documentation in alignment with California State Project Management Framework.
- 15% Status Reporting Duties
Provides regular status reports and briefings to the PSMMB Chief, Deputy Director and Assistant Deputy Director regarding the status of projects in the DHCS/MESMD Portfolio, including project schedules, tasks, budget, resources, accomplishments, issues, and risks. Advises Executive staff on issues related to project management, Federal and State project approvals, and Change Management. Performs complex and sensitive special assignments at the direction of the DHCS/MESMD Chief, PMSS Branch Chief and other Department senior leadership.
- 5% Administrative Duties
Reviews State staff, and/or contractor project deliverables. Evaluates the performance of contracted project managers and consultants. Ability to exercise good critical thinking skills to guide decision-making and manage challenging problems and issues before recommending solutions. Ability to demonstrate leadership, communication, and interpersonal skills in order to serve in a lead capacity. Knowledge of State IT standards and requirements, evolving industry trends and standards, as well as a broad knowledge of the State's enterprise vision, and their application and importance in DHCS/MESMD projects.
- 5% Process Improvements Duties
Evaluates, proposes, and implements continued improvements to increase customer satisfaction and service. Makes recommendations to executive management regarding high-risk solicitations, complicated administrative and/or technical requirements, terms and conditions, and negotiations. Monitors and updates the procurement policies and make recommendations to implement those updates to ensure consistency with State and federal laws and regulations. Makes recommendations to state control agencies related to procurement requirements and language for solicitation documents. Responsible for the development, implementation, and maintenance of procedures, manuals, guides,

forms, boilerplate language. Oversee the monthly development of statistical dashboards and routine ad hoc reports for executive management. Ensure reports are accurate and delivered timely to executive management. Personally performs technical analyses and completes sensitive assignments. Oversees the update and maintenance of several mandatory department forms and templates.

Percent of Time

5%

Marginal Functions

Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date