YOUR EFFORTS WILL MAKE FI$Cal A SUCCESS
DUTY STATEMENT

CLASSIFICATION TITLE	DIVISION NAME
Information Technology Associate	Administrative Services Division, Departmental Operations Office, Resource Support and Management Services Section, Procurements Unit
WORKING TITLE	**POSITION NUMBER**
Procurement Analyst	333-650-1401-007
EMPLOYEE NAME	**EFFECTIVE DATE**
VACANT	February 24, 2023

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 supervision of the Information Technology Supervisor II (IT Supervisor II), the Information Technology Associate (ITA) will function as a Procurement Analyst and perform work of average difficulty, responsibility, and complexity in the support and maintenance of the Financial Information System for California's (FI$Cal) Information Technology (IT) and non-IT procurements through purchase and service contracts.

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

SUPERVISION RECEIVED
The ITA reports directly to the IT Supervisor II of the Procurements Unit.

SUPERVISION EXERCISED
The ITA has no direct supervisory responsibilities.

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:

% OF TIME	ESSENTIAL FUNCTIONS
30%	**Procurement Development** With guidance will perform the following procurement related duties: • Support and maintain the FI$Cal IT and non-IT procurements through purchase and service contracts. • Perform full Acquisition Life Cycle duties of IT and non-IT procurements including developing requests for quotes/requests for offers/request for information/purchase orders/contracts/statements of work/amendments, evaluating bids, routing solicitation and purchasing documentation for management approvals, and interacting with the Department of General Services (DGS) and the California Department of Technology (CDT) procurement and legal programs. • Develop and work with state agencies to execute interagency agreements (IAs) • Review procurement documents for accuracy and ensure that they are within state guidelines.
30%	**Procurement Analysis** With guidance will perform the following analytical duties: • In conjunction with the FI$Cal Information Technology Division, analyze technical specifications of IT equipment, software and services available for purchase through the state's Leveraged Procurement Agreements and other procurement mechanisms. • Conduct analysis of purchase requisitions and other submissions to determine the appropriate procurement method and ensure all procurement laws are followed. • Work with FI$Cal's budget office to ensure costs for purchase orders, contracts and IAs are accurately calculated and within budgeted authority.
15 %	**Advocacy and Reporting** With assistance, will perform the following procurement related duties: • Serve as the back-up to the Small Business (SB) Advocate to promote SB and Disabled Veteran Business Enterprise (DVBE) business contracting participation. • Assist purchasing staff in identifying potential small, micro, and DVBE businesses. • Assist with the development and production effort of monthly and annual purchasing reports. • Serve as back-up to the department's Reasonable Accommodation Procurement Coordinator.
15%	**Project Management** With supervision will perform the following procurement related duties:

	• Assist in writing procurement policies and procedures for both IT and non-IT procurements and ensure they are accurate, up-to-date, and in accordance with all applicable State and Federal laws, statutes, regulations, and procedures. • Research and interpret Public Contract Code, Government Code, rules, regulations and procedures. • Make recommendations and implement solutions on a variety of administrative issues relating to contracts and purchases of IT and non-IT goods and services. • Keep the team and management informed on the status of procurements by submitting weekly status reports.
5 %	**Other Duties** • Provide consultative advice and training on IT and non-IT procurement processes to department staff and management**.**
% OF TIME	**MARGINAL FUNCTIONS**
5%	• 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

Knowledge of: Information technology concepts, practices, and principles to provide a foundation for technology related work. Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices.

Ability to: Perform research and data gathering; analyze information and evaluate results to choose the best solution and solve problems; communicate effectively verbally and in writing as appropriate for the needs of the audience; utilize reporting tools to develop and analyze statistical reports; interpret and explain technical information to non-technical individuals; interpret customer requests to meet service needs and resolve problems; provide customer service; work cooperatively with staff at all levels; proficiently use computers and productivity software; and understand and align technology proposals with business needs. Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes.

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 will be 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 _____

Date Revised: 2/27/2023