

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**ENTERPRISE SERVICES BUREAU**  
**FIREARMS IT SYSTEMS MODERNIZATION PROJECT**

**JOB TITLE:** Information Technology Manager (ITM) I

**POSITION NUMBER:** 420-xxx-1405-xxx

**INCUMBENT:** Vacant

**PRIMARY DOMAINS:** Business Technology Management: The management of information technology resources according to an organization's priorities and needs.

**SECONDARY DOMAINS:** IT Project Management: The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system.

**STATEMENT OF DUTIES:** Under the general direction of the California Justice Information Services (CJIS), Enterprise Services Bureau (ESB), Firearms IT Systems Modernization (FITSM) Project Manager (ITM II), the Procurement & Solution Contract Manager will be responsible for coordination and collaboration with the DOJ, CJIS IT Contracts and Procurement Section, and California Department of Technology's Statewide Technology Procurement managers to establish the FITSM Project Procurement Management processes, templates, and tools for the procurement approach and solicitation methodologies appropriate for the project. The Procurement and Solution Contract Manager will be responsible to lead the FITSM Project Team on the planning and implementation of activities required to develop the solution procurement statement of work, requirements deliverables, procurement templates, evaluation methodology and criteria, evaluation team and schedule. The Procurement and Solution Contract Manager will develop and implement contract management processes and tools that will support effective management of the various components within the awarded contract. The Procurement and Contract Manager will perform contract and vendor management activities in accordance with approved FITSM Project Contract Management (PCM) Plan, to ensure contract requirements are met. The Procurement and Solution Contract Manager will address and process all contract change requests, invoice disputes, and/or corrective actions. The Procurement and Solution Contract Manager will plan, develop, and deliver training to the FITSM Project Team on approved Procurement and Solution Contract Management and deliverable review, approval, and invoice processes, to ensure contract requirements are met and project achieves approved goals and objectives. The Procurement and Solution Contract Manager will be responsible to lead, manage, and direct reporting contract management staff to ensure all FITSM Project ancillary procurements and contracts are planned, coordinated, acquired, managed, monitored, and closed out in accordance with state contract management policies and processes.

**SUPERVISION RECEIVED:** Under the general direction of the FITSM Project Manager (ITM II).

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed windowed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**40% Procurement and Contracting**

- Provides leadership, directions, and advice to management and staff in the execution of procurement activities conducted under the DOJ's purchasing authority or control agency oversight.
- Provides expertise, guidance, and lessons learned from previous IT PCM engagements to adapt, create new, and improve existing DOJ procurement processes.
- Fosters collaboration between FITSM leadership, executive sponsors, the DOJ Divisions, control agencies and private sector partners; and consultants to deliver innovative procurement such as, challenge based on public contract code 6611 and contracting solutions.
- Oversees the re-engineering of established procurement processes and pioneer new processes to assist FITSM project and DOJ with successful project delivery.
- Collaborates and ensure alignment with the departmental Procurement and Contracting Unit, Budget and Fiscal Unit, and Legal Counsel as necessary.
- Organizes, facilitates, or participates in FITSM procurement and contract planning activities by chair and participation in cross-functional teams throughout FITSM and ESB to monitor and track acquisition schedules, issues, risks, and tools.
- Keeps the FITSM Project Director and Project Manager apprised of emergent situations requiring executive intervention.
- Plans, organizes, and directs all aspects of policies, procedures, guidelines, and standards governing the acquisition of IT goods and services for the FITSM Project.
- Provides advice and guidance on IT procurement policies and procedures to create and maintain effective customer relations with FITSM project and DOJ divisions.
- Formulates and implements policy, procedures, guidelines, and standards which govern the acquisition of IT goods and services by performance of research on proposed legislation that may affect FITSM and DOJ operations.
- Makes recommendations to the FITSM leadership and DOJ leadership regarding statewide IT procurement policies and implements changes to DOJ policies and processes in accordance with the State Contracting Manual, State Administrative Manual, Statewide Information Management Manual, Management Memos/Technology Letters,

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and/or Administrative Orders, or Executive Orders.

- Develops reports for control agencies and the Legislature.
- For procurements exempt from procurement laws or control agency oversight, directly manages efforts to ensure that procurement activities address project needs and adhere to acceptable procurement methodologies and best practices.
- Creates a compliance program to perform regularly scheduled internal audits to ensure that policy, procedures, guidelines, standards, and processes are being adhered to. Directs and monitors the execution of remediation plans to ensure that any deviations from established procurement policy and process are documented and corrected.
- Oversees the development and/or modification of IT acquisition tools, techniques, and methods to enhance and continuously improve FITSM acquisition and contract management processes in alignment with state and federal contract laws, rules, and regulations.
- Advises project procurement and contract managers and provides the necessary training, tools, templates, and framework to develop well written statements of work (SOW), requirements, and procurement plans needed for successful procurements and contracts.
- Directs resources within the FITSM PCM team to assist with the project subject matter experts (SME) to develop the SOW, requirements, and procurement plans on the project's behalf.

**30% Leadership and Management**

- Provides leadership, directions, and advices to the FITSM Project Director, FITSM Project Manager, managers and staff on all aspects of the IT acquisitions lifecycle.
- Leads the development and maintenance of IT procurement and contracting endeavors including the prime (system integrator) procurement, designed to effectively deliver contracted services for the FITSM project from planning stages through implementation.
- Leads the largest, most complex and politically sensitive procurement and contracting efforts by utilization of developed tools, templates, and methodologies as provided by established laws, policies, guidelines, and procedures. For procurement activities delegated or exempt from procurement laws or oversight, creates innovative and effective procurement strategies, tools, and plans to ensure effective and sound procurements and contracts.
- Oversees the operations of the PCM Team which executes the day-to-day IT procurement activities conducted under DOJ's delegated purchasing authority.
- Ensures all IT procurements and contracts are appropriately aligned with both state and federal laws and requirements.
- Ensures procurement staff are properly trained in the phases of IT procurement and contracting.
- Collaborates with the departmental Procurement and Contract Unit and Budget and Fiscal Unit.
- Participates in oversight audits, reviews, and the triennial accreditation program administered by the Department of General Services.

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- Responds to all oversight inquiries, deficiency notices, and audit findings, provides a thorough response and oversees the implementation and execution of process changes to address non-compliance findings.
- Monitors the progress of changes and provides status updates, as needed, to the FITSM Project Director and Project Manager.
- Conducts quarterly reviews of procurement transactional data to identify trends and forecast the FITSM PCM team workload for the next fiscal year.
- Meets with FITSM leadership and the DOJ Divisions to verify upcoming procurement needs and assesses the level of effort required for the anticipated requests for the FITSM Project.
- Evaluates the organizational structure of the FITSM PCM team and as needed, reallocates staffing resources based on the forecasted workload.

**20% Vendor Management**

- Serves as a SME through advice, guidance, and assistance in the development, implementation, and maintenance of FITSM vendor management methodologies and frameworks necessary for successful contractor delivery and performance.
- Advises on statewide IT procurement policy that impacts vendor management.
- Oversees and directs the development of tools, trainings, templates, standards, guidelines, and procedures for FITSM contract managers to utilize.
- Oversees the development and implementation of contract and performance management practices including key performance indicators to ensure contract terms and conditions are fulfilled while meeting expectations.
- Resolves and negotiates the most difficult and complex contract disputes or issues.

**MARGINAL FUNCTIONS:**

10%

- Participates in special ad-hoc committees and projects.
- Participates in the development and/or review of budget change proposals and prepares responses to control agencies and/or the legislature.
- Performs special assignments and other related duties as required.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

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I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date