

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 06/27/2024
Classification: IT Associate	Position #: 673-860-1401-965
Division/Office: OIS	CBID: R01
Section: IT Procurement, Contracting, & Reporting	
Supervisor Name: Jesse Robey	Supervisor Classification: IT Supervisor II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 5

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Project Management Office Branch (PMO) is responsible for leading the most complex CARB IT projects and contracts. CARB's IT PMO branch manages an average of more than \$100 million in IT projects each year and promotes the use of standardized project management methodologies and best practices throughout the organization. The PMO branch is also responsible for best practices in organizational change management and lean processes. The PMO plans, controls, and executes CARB's application development and system integration projects, ensuring that CARB complies with California Department of Technology (CDT) policies and requirements.

The IT Procurement Contracts & Reporting Section (ITPCRS) is responsible for the implementation, enhancement, and maintenance of the CARB's office automation computer systems and supporting infrastructure. CARB's desktop, telecom and enterprise systems support more than 1,800 end users in Sacramento, Riverside and other remote sites. ITPCRS provides desktop computer and printer support, email/calendaring support, IT Acquisitions, training, Service Desk and resource center support to all CARB end users. ITPCRS also supports all CARB voice, video and data communications services. In addition to these roles, ITPCRS works closely with OIS' Systems Development and Support Branch and Security Operation Center to successfully and securely deliver mission-critical business applications and support services to CARB programs and external stakeholders.

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 5

Under general supervision of the IT Supervisor II (IT Sup II) of the IT Procurement Contracts & Reporting Section within the PMO, the IT Associate Permanent Intermittent (ITA - PI) assists with IT-related contracts, including services agreements, software licenses, and hardware maintenance contracts. This position works on the most highly complex, high-risk, politically sensitive, and high-cost IT procurements. The ITA - PI researches, analyzes, determines and/or recommends solicitation vehicles/methods to utilize for formal or informal IT Goods and/or Services procurements such as, Request for Proposal, Request for Offers, Request for Quotations, etc. The ITA - PI conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customer's expectations. The ITA - PI is responsible for individual decisions and actions while working on systems using best practices and innovative technologies. When handling confidential personnel and/or business data, the ITA - PI must maintain confidentiality.

The incumbent must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining constructive professional relationships with management, customers, peers, and vendors.

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INFORMATION TECHNOLOGY DOMAINS:

Business Technology Management

Information Security Engineering

IT Project Management

Software Engineering

DUTY STATEMENT

Client Services

System Engineering

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% E	<p>Business Technology Management: Works as a team member within the IT Acquisitions and Reporting group developing, evaluating, and managing IT acquisitions, including acquisitions for IT hardware, software, and services of average difficulty. Reviews and researches best procurement methodology to obtain vendor quotes, offers, proposals and bids; updates and tracks IT acquisition expenditures, logs and tracks IT acquisition progress, and manages other tracking sheets as necessary in Excel spreadsheets, SharePoint, Access, FI\$CAL, etc. Independently develops and prepares complex IT-related acquisitions, including service agreements, software/hardware maintenance contracts, and goods. Conducts research and analysis to determine and/or recommend solicitation vehicles/methods to utilize for formal or informal IT goods and/or services acquisitions such as, but not limited to, Request for Proposals (RFP), Request for Offers (RFO), Request for Quotations (RFQ), and Request for Information (RFI). Collaborates with Program and OIS technical staff to develop requirements, solicitation documents (such as RFP, RFO, RFQ, RFI, etc.) scopes of work, timelines, validates funding strategies, staffing qualifications and requirements, task and deliverable definitions, and evaluation criteria.</p> <p>Assists the IT Sup II and IT Acquisition Leads with the acquisition evaluation review process and independently conducts the less complex evaluation reviews. Maintains confidentiality of all IT solicitation documents and complies with all CARB, DGS and CDT contract processes and procedures, while working closely performing the duties stated above with the IT Acquisition Team members and managers to complete all IT solicitations through execution. Ensures all documentation is in compliance</p>

DUTY STATEMENT

	<p>with the State Contracting manuals and withstands any type of audit by internal management or external control agencies.</p> <p>Ensures IT acquisition files include correct and accurate supporting documentation, meet IT standards and security requirements, and reflect applicable management approvals and signatures, in electronic files and in FI\$CAL, in order to sustain an audit.</p>
35% E	<p>The IT Assoc. tracks all software purchases throughout the procurement lifecycle. Tracks and maintains software upgrades; supports agreements; and maintenance renewals. Prepares and maintains a software renewal plan/calendar and communicate renewal deadlines to program areas regularly. Maintains and updates the hardware and software license inventories. Gathers and analyzes data collected from these systems to produce statistical reports and spreadsheets for management review and project planning purposes. Performs audits and reconciles discrepancies in hardware and software license inventories quarterly.</p>
15% E	<p>Works as a team member to document OIS' processes and procedures, including desk procedures, in support of building and maintaining repeatable, sustainable, and consistent processes and procedures. Activities include documenting current processes/procedures and process improvements to streamline a variety of day-to-day operational guidelines. Such documentation includes, but is not be limited to, step-by-step processes and procedures, flow charts, check lists, manuals, and quick reference guides.</p>
5% E	<p>Attends meetings, scribes technical meeting minutes, creates flow diagrams as needed and prepares for management review; then distributes as directed. Participates in working groups to improve and streamline OIS' processes and procedures.</p>
5% M	<p>Research, analyze, and recommend to management advancing technology of computer hardware and software solutions as directed. Trains other IT staff members using formal and informal methods such as "train the trainer" or "on-the-job training". Works on special projects and performs other duties within the scope of the classification, as required.</p> <p>Information Security Engineering: Ensures security controls are met throughout the lifecycle for all IT assets.</p>