

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager I	Working Title Agency Procurement Services Manager
Employee Name Vacant	Position Number 791-222-1405-002
Project/Division Name Enterprise Services	Supervisor's Name Jim Kammerer
Unit Acquisition & Contracting Services Division	Supervisor's Classification Information Technology Manager II
Physical Work Location 2870 Gateway Oaks Drive Ste. 200 Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input checked="" type="checkbox"/> Client Services <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions): Under the general direction of the California Health and Human Service Agency (CalHHS) Agency Procurement Officer (APO)/Assistant Deputy Director Enterprise Operation, the Agency Procurement Services Manager (APSM), Information Technology Manager I (ITM I),) plans, organizes, directs, and performs work within the Agency Center for Contract Lifecycle Management (ACCLM), to ensure successful procurement and contract planning, management, oversight and support for the CalHHS Agency's portfolio of Information Technology (IT) and related contracted efforts. The APSM provides procurement and contracting expertise and guidance to CalHHS leadership, departmental executives and procurement and contracting professionals on all aspect of the Acquisition Lifecycle.</p>	
Percentage of Duties	Essential Functions
30%	The APSM leads and facilitates procurement, contract planning, vendor management, as well as remediation, activities for complex, sensitive, and critical procurement and contracting projects within CalHHS. Creates operation plans for the ACCLM and directly manages team members and activities providing planning, oversight, expertise, and knowledge utilizing developed tools, templates and methodologies as provided by established laws, policies, guidelines, and procedures. Responsible for ensuring that all CalHHS procurements, that the ACCLM is engaged in, are appropriately aligned with both state and federal laws, requirements, and departmental and Agency priorities.
25%	Assigns and reviews ACCLM team members' work to ensure alignment with content, quality expectations and OTSI and Agency's prioritized needs; develops team member capabilities through coaching; ensures members received training and development. Provides performance feedback; develops and maintains a comprehensive understanding of the CalHHS Agency's IT Contract Portfolio and related efforts to inform the

	APO, CalHHS, and OTSI's leadership and related conversations; and proposes and supports risk informed approaches for planning and oversight large scale and sensitive agency procurement efforts. Monitor and gather feedback from engaged entities to identify opportunities for process improvements that will increase productivity across the Agency procurement teams; develop and maintain relationships with State Control Agencies (California Department of Technology, Department of General Services, etc.), and collaborates across the OTSI and Agency to contribute to the development of the CalHHS Center of Excellence and related procurement and contracting functions.
20%	Partnering and fostering collaboration with Agency Procurement Officials, CIOs, program staff, Control Agencies, and other stakeholders, establish, maintain, and promulgate a framework of best practice models and methods to deliver innovative IT procurement and contracting solutions. Oversee the re-engineering of procurement processes by initiating both established and pioneering new processes, and tool implementation, to assist CalHHS Agencies with successful project delivery.
20%	Organizes and leads CalHHS procurement, contract, vendor management strategy, planning and training activities by chairing and actively participating in workgroups and cross-functional teams across CalHHS and the OTSI. Closely monitors and tracks CalHHS procurement portfolio, departmental team skills and capacity, acquisition plans and schedules, while identifying and addressing issues and risks, utilizing tracking and measurement tools, best practices, and expertise to support successful outcomes. Keep the APO fully briefed and informed of any emergent situations that necessitate executive intervention, thereby facilitating timely and strategic decision-making. By fostering a collaborative environment and maintaining rigorous oversight, the APSM ensures the alignment of procurement activities with organizational goals and priorities, enhancing overall efficiency and effectiveness within the agency.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: Click here to enter text.	
Type of Environment: a. Select b. N/A	
Interaction with Public: a. Select b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (<i>e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i>) Click here to enter text.

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	

Supervisor's Name (Print)		
Supervisor's Signature		Date
7. HRD USE ONLY		
Human Resources Division Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input checked="" type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials CR	Date approved 7/15/2024
<p>Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i></p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made: <i>Click here to enter text.</i></p>		

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE
 - FILE A COPY IN THE SUPERVISOR'S DROP FILE