

**DUTY STATEMENT**  
TECH 052 (REV. 02/2018)

**PROPOSED**

24-081

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

**Section A: Position Profile**

A. DATE 11/01/2024	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Supervisor II		E. POSITION WORKING TITLE Senior Procurement Officer
F. CURRENT POSITION NUMBER 695-952-1404-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-952-1404-001
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Acquisition and IT Program Management Branch/Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION David Friedman, Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-F, 8 – 5 P.M./DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management    <input type="checkbox"/> IT Project Management    <input type="checkbox"/> Client Services  <input type="checkbox"/> Information Security Engineering    <input type="checkbox"/> Software Engineering    <input type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>Under the general direction of the Information Technology (IT) Manager I, the IT Supervisor II serves as an integral member of the Acquisition and IT Program Management Branch (APMB), regularly interacting with the Middle-Mile Broadband Initiative (MMBI) business team and has responsibility for the management of complex acquisitions related to non-delegated Broadband, IT and Telecommunications (Telecom) projects in accordance with Public Contract Code Sections 6611 12100 and 12120.</p> <p><b>The IT Supervisor II position is designated under the Conflict of Interest Code. The IT Supervisor II is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within thirty (30) days of appointment. Failure to comply with the Conflict of Interest Code requirements, may void the appointment.</b></p>
% of time performing duties 45%	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>As the senior procurement officer providing oversight of a diverse portfolio on behalf of the Middle-Mile Broadband Initiative (MMBI) and the California Department of Technology (CDT), the IT Supervisor II oversees and manages complex and sensitive acquisitions for non-delegated IT and Telecom projects for the MMBI. The IT Supervisor II manages and/or develops solicitation documents and bid specifications for both competitive and non-competitive transactions in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Manage and/or direct the development of solicitations based on requirements gathered through meetings with MMBI staff/partners and specifications established by the MMBI program and subject matter experts (SMEs).</li> <li>• Oversee, lead, and/or advise on the evaluation process of complex responses/bids, testing/demonstration of suppliers/vendors' equipment, notification of award, and protest hearings by meeting with top management of the CDT and partners.</li> <li>• Review and approve department requests for special requirements by reviewing the administrative, functional, non-functional, and technical requirements for relevance, completeness, and accuracy.</li> <li>• Ensure timelines are being met and procurements are being completed that meet the needs of MMBI program.</li> <li>• Provide peer support services and accept cross programmatic assignments, including but not limited to assisting other MMBI staff on procurement engagements, providing secondary support to those that experience challenges or when heavy demands or workload increase.</li> </ul>

% of time performing duties  
20%

Conduct and/or supervise contract negotiations for complex and sensitive Broadband, IT and Telecom projects to facilitate the reconciliation and resolution of the MMBI program's and/or suppliers/vendors' concerns relative to administrative, functional, non-functional, and technical requirements, while maintaining competition (as applicable) in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:

- Ensure the MMBI program's needs are met by extending efforts to secure suppliers/vendors' competition and compliance to the solicitation; may develop alternative selection evaluation models unique to individual acquisitions.
- Lead teams in various formal settings and facilitate the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, evaluations, and protests; is ultimately responsible for team decisions.
- Negotiate solicitation changes for MMBI and/or suppliers/vendors' by determining if contract change proposals submitted by competing suppliers/vendors should be made through communication with MMBI management.

20%

Provide guidance by acting as a SME relative to solicitation administrative requirements, applicable governing codes, CDT policy, and State contracting rules/regulations to unit staff and various executive levels, as well as other State agencies/departments, including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, and other executive levels. Duties include, but are not limited to:

- Advise the MMBI program in determining the most appropriate Broadband, IT and Telecom acquisition methodology and/or procedures to follow and provides Broadband, IT and Telecom acquisition consulting services in accordance with CDT policy and State and Federal laws relating to procurement and contracting activities.
- Advise the MMBI program on the applicable Broadband, IT and Telecom procurement processes and applicable government codes and regulations, including steps to achieve a successful award by meeting with top management of various large State agencies/departments including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, and other executive levels, on-site or off-site, if required.
- Advise suppliers/vendors on the purpose for specific requirements and the various solicitation steps including submission of compliant responses/bids, evaluation criteria, award methodology, and protest procedures by meeting with private sector executives, including Chief Executive Officers and Chief Financial Officers, on-site or off-site, if required.

10%

Complete administrative assignments as instructed by the IT Manager I to assure continuous improvement of the Broadband, IT and Telecom acquisition process, in accordance with State and Federal laws relating to procurement and contracts. Duties include, but are not limited to:

- Participate in developing MMBI's policies and procedures in an effort to continuously improve the Broadband, IT and Telecom acquisition process.
- Provide expertise and knowledge on the procurement process cycle, department needs, and data capture information routinely requested by CDT leadership and other State agencies/departments.
- Develop and/or recommend improved acquisition tools and techniques to enhance the IT and Telecom acquisition process by conducting research on new systems, hardware, and/or software capabilities and staying current with new technology features, while using internet tools and conducting discussions with suppliers/vendors.
- Consult and collaborate with top management of various large State agencies/departments by meeting with top management including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, and other executive levels, on-site or off-site at other State agencies/departments' locations, to provide advice and guidance on new legislative changes, regulatory changes, and policies and/or procedures that impact the acquisition of Broadband, IT and Telecom goods and services.

5%

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

- Perform other related duties as required

## **Work Environment Requirements**

- May be required to work outside of normal business hours to support unexpected assistance or leadership related to MMBI procurement related efforts.
- Must be able to telework or work offsite.
- Must carry a mobile computing device (e.g., cell phone, laptop) and be available during non-business hours for unexpected assistance associated with MMBI procurement related efforts.

## **Allocation Factors** (Complete each of the following factors.)

### **Supervision Received:**

The IT Supervisor II receives general direction from the IT Manager I.

### **Actions and Consequences:**

The acquisitions for MMBI's Broadband, IT and Telecom procurements are highly visible, confidential and are often subject to public scrutiny. The IT Supervisor II is expected to act independently with top management, including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, other executive levels, and technical staff, to effectively review and develop Broadband, IT and Telecom procurement policy, procedures, and solicitations. Failure to accurately develop Broadband, IT and Telecom solicitations and their respective contracts could result in program dissatisfaction, illegal procurements, contract disputes, and failed projects. This would severely impact the CDT and MMBI's ability to procure essential statewide Broadband, IT and Telecom goods and services to develop the Middle Mile Broadband Network.

### **Personal Contacts:**

The IT Supervisor II will have regular contact with CDT leadership. Other contacts include all levels of staff from the Legislature, Department of Finance, California Department of Transportation, California Public Utilities Commission, Department of General Services, other State agencies/departments' executives, and suppliers/vendors, and the MMBI Third Party Administrator.

### **Administrative and Supervisory Responsibilities** (Indicate "None" if this is a non-supervisory position.)

The IT Supervisor II is responsible for leading complex procurements and monitoring MMBI program goals and activities.

### **Supervision Exercised:**

None, however, acts as a subject matter expert in complex procurements with a high level of independence.

## **Other Information**

The IT Supervisor II must be conversant with departmental and state personnel policies and procedures and ensure that these are adhered to when dealing with all levels of staff. The IT Supervisor II must possess a detailed knowledge of the State's procurement process and a working understanding of the detailed aspects. The IT Supervisor II must be thoroughly familiar with IT and Telecom projects and the principles of public administration and business and contract law, as well as legal issues specific to government and Broadband, IT and Telecom procurement and contracting.

### **Desirable Qualifications:** (List in order of importance.)

The successful candidate should possess:

- A strong understanding of Broadband, IT and Telecom project procurement methodologies and fundamentals.
- A clear sense of project, contract, and vendor management methodologies and best practices.
- Experience with State-level policies and procedures relating to the acquisition of Broadband, IT and Telecom goods and services.
- Experience in principles, practices, and trends of Broadband, IT and Telecom acquisitions.
- Experience in current computer industry technology and best practices.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly, the ability to represent the CDT

effectively with all levels of government, control agencies, Legislature, key customers, stakeholders, and internal staff.

- Ability to develop and evaluate alternatives, make decisions, and take appropriate action.
- Ability to establish and maintain priorities.
- Ability to exercise a high degree of initiative, independence of action and originality, and must demonstrate tact and good independent judgement.
- Ability to effectively plan, coordinate, manage, and direct the activities of various teams and/or staff.
- Ability to consult and advise interested parties on a variety of subject-matter areas, effectively translating Broadband, IT and Telecom technical terms into everyday language.
- Must be proficient in Word, familiar with Excel and Visio software, and have a working knowledge of PeopleSoft ERP and Fi\$Cal/Cal eProcure, ServiceNow, Adobe products and SharePoint as they will be used regularly.
- Familiarity with industry standards communication tools and methodologies such as MS Teams, Skype, WebEx, Zoom.

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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