

1. POSITION INFORMATION

\boxtimes	Current
	Proposed

POSITION STATEMENT

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:	
Information Technology Specialist I	Information Technology Procurement Specialist	
NAME OF INCUMBENT:	POSITION NUMBER:	
	280-343-1402-976	
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:	
Financial Management Section / Information Technology Procurement Group		
DIVISION:	SUPERVISOR'S CLASSIFICATION:	
Technology Governance Division	Information Technology Supervisor II	
BRANCH:	REVISION DATE:	
Information Technology Branch	9/7/2022	
Duties Based on: ⊠ FT □ PT– Fraction	□ INT □ Temporary – hours	
2. REQUIREMENTS OF POSITION		
 Check all that apply: ☑ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice 	 □ Call Center/Counter Environment ⋈ Requires Fingerprinting & Background Check □ Bilingual Fluency (specify below in Description) 	
☐ Travel May be Required	☐ Other (specify below in Description)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)		
3. DUTIES AND RESPONSIBILITIES OF POSITION	ΓΙΟΝ	
Summary Statement: (Briefly describe the position's organizational setting and major functions)		
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☑ Business Technology Management ☐ IT Project Management ☐ Client Services ☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering		
The Information Technology Specialist (ITS) I position resides in the Business Technology Management domain comprising of: information technology policy development, information technology procurement, business analysis and strategic planning.		
Under the direction of the Information Technology (IT) Supervisor II, the ITS I performs the more complex and sensitive tasks, that will require regular innovative problem solving within broadly stated and non-defined guidelines. Responsibilities will include leading the efforts to develop, plan, organize, coordinate, and maintain the following tasks including, but not limited to: developing procurement documents, including		

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solicitations, work authorizations, and amendments. The ITS I analyzes and evaluates the more complex IT solicitations and vendor responses, and acts as a Department liaison to internal and external entities.

The ITS I contributes toward the growth of the IT Branch into a customer-focused service organization by following IT Branch cultural principles and by providing constructive feedback to others within the IT Branch regarding the application of those principles.

Works collaboratively with the Technology Governance Division management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

The ITS I is required to have a very broad knowledge of the principles for the initiation, review, and approval for IT procurements and service contracts.

	ments and service contracts.		
Percentage of Duties	Essential Functions		
45%	Requests for Proposals, Invitations fo Requests for Quotes. Works with stak Statements of Work for these solicials	the more complex IT procurement solicitations including, r Bids, Requests for Offers, Requests for Information and scholders to identify requirements for the development of ons. Acts as a lead evaluation and selection subject citations, and especially those that are more complex in	
40%	Develops procurements and service contracts for items including, but not limited to, product maintenance, technical support, hardware, software, and consulting/professional services. Administers the procurement process in accordance to State and Employment Development Department guidelines, applicable laws, rules and regulations (State Contracting Manual, Public Contract Code, State Administrative Manual, Statewide Information Management Manual, Government Code, and Unemployment Insurance Code) for efficient acquisition execution and management.		
10%	Provides guidance in resolving the more complex business and/or IT-related requests and issues. Acts as a liaison to internal and external entities which may include, but are not limited to, the Labor and Workforce Development Agency, California Department of Technology, Department of Finance, Department of General Services and California State Auditor. Plans, attends, and participates in meetings with internal and external entities and acts as a procurement subject matter expert. Provides input and knowledgeable of both business and technical analysis. Provides project supportservices including, but not limited to, procurement initiation, cost estimation, and training. Strives to meet customers' expectations and business needs.		
Percentage of Duties	Marginal Functions		
5%	Performs other duties as assigned.		
4. WORK EN	NVIRONMENT (Choose all that apply)		
Standing: Occ	casionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%		Temperature:Temperature Controlled Office Environment	
Lighting: Artifi	cial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%	

Civil Service Classification

Information Technology Specialist I

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Other:				
Type of Environment:				
☐ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other: Offsite Remote Teleworking				
Interaction with Customers: □ Required to work in the lobby □ Required to work at a public counter □ Required to assist customers on the phone □ Other:				
5. SUPERVISION EXERCISED: (List total per each classification of staff)				
May serve as a lead or mentor, but does not supervise.				
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 Position Statement.				
Employee's Name:				
Employee's Signature: Date:				
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.				
Supervisor's Name:				
Supervisor's Signature: Date:				
7. HRSD USE ONLY				
Personnel Management Group (PMG) Approval				
□ Duties meet class specification and allocation guidelines. □ C&PG Analyst Initials □ Date Approved				
☐ Exceptional allocation, STD-625 on file. ☐ JMB 3/14/2025				
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)				
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.				
List any Reasonable Accommodations made:				

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file