

DUTY STATEMENT

Employee Name:	Position Number: 580-154-1401-005
Classification: Information Technology Associate	Tenure/Time Base: Permanent/Full Time
Working Title: Enterprise IT Acquisition Analyst	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Portfolio Management Office/Enterprise IT Acquisition (eITA) Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the general supervision of the Information Technology Supervisor II. The Information Technology Associate (ITA) performs in identifying new issues and business opportunities and in assisting management with the most sensitive issues. The ITA will be the primary fiscal point-of-contact involved in the processing, selection, approval, and tracking of all California Department of Public Health (CDPH) information technology (IT) procurement. The ITA processes the procurement processes for all CDPH IT purchases and contracts which includes the enterprise bundles services equipment and IT services. The ITA provides guidance and performs all IT acquisition workloads including gathering procurement requirements, establishes vendor relations, and processing all the necessary purchasing paperwork. The ITA works very closely with all CDPH users and managers to address their IT procurement needs including identifying products and solutions that will best meet the department's needs and meet the architecture and security standard and policies. The ITA provides both verbal and written communication to promote clear

communication, common understanding and appropriate information sharing. In addition, the ITA may have contact with Control Agencies, other Departments, other States, and the Federal Government as it relates to IT contract management and IT hardware and software procurement. The ITA must produce timely, high-quality IT products in order to align with the ITSD mission to deliver successful technology systems and services that advance the missions of CDPH public health programs.

The ITA will perform duties in the Business Technology Management and System Engineering domains.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Assists and performs the full life-cycle management of IT contract acquisitions from initiation to closeout. Establishes and manages professional services contracts; such activities include development and management of the various procurement and contract components including development of statement of work, contract packages, scoring, release, work order authorizations, deliverables management, vendor negotiations, maintenance, assessment criteria, award, renewals, amendments, and closeout. Works closely with CDPH program areas and IT Project Managers, the California Statewide Technology Procurement Division (STPD) for delegated and non-delegated project acquisition. California Health and Human Services Agency, external partners, and all ITSD areas to ensure compliance with CDPH, Department of General Services (DGS), California Department of Technology (CDT), State acquisition laws, security standards, and procedures. Analyzes and determines best procurement strategy to fit the solicitation requirements (Request for Offer, Request for Proposal, Master Service Agreement, Service Order, etc.)
- 25% Processes competitive procurement of IT purchases that includes hardware and software such as system software and tools, desktops, laptops, servers, maintenance renewal contracts, warranties, and other IT equipment for CDPH users. Solicits vendor bids to ensure best value acquisition approach is adhered to. Assists in selecting, procuring, and tracking new technology acquisitions. Ensures IT acquisitions meet State Contracting Manual (SCM) requirements. Tracks and monitors software maintenance renewal schedules and processes renewals to ensure continuity of service delivery.
- 10% Serves as the main point of contact with the contractors and program managers to manage vendor and contract performance. Assists program managers to oversee vendor and ensure service delivery and contract deliverables meets contractual agreements and quality outlined in the statement of work. Manages contract budgets and expenditures. Ensures consistency and continuity of contract management process and conformity to applicable state and department contract policies, standards, rules, and regulations. Manages and authorizes work order authorizations (WOA), ensuring the

services proposed, authorized, and performed have proper funding encumbrances and are adequately budgeted for. Manages, processes, and authorizes invoices; collaborates with internal and external contract managers, internal and external authorized chain of approvers, managers, Fiscal and Business Operations Section (FBOS), CDPH Accounting, to ensure prompt payment of invoices received. Maintains communication and contacts with vendors, addressing vendor inquiries and concerns. Resolves contract issues, monitors vendor compliance within the terms and conditions of the contract.

- 10% Collaborates with CDPH programs to secure funding approval for all IT acquisitions and purchases. Maintains regular communication with program and Fiscal and Administrative Branch (FAB) on expenditure status. Manages the IT contract and purchasing portfolio for the branch. Logs, monitors, tracks, and maintains approved purchasing and contract budgets, ensuring continuity of service without exceeding the budgeted amount. Conducts research and performs analysis to recommend system upgrades, cost-effective solutions, and processes improvements to meet current and future needs. Develops logs, tracks, maintains, and provides ongoing status reports for IT contracts, procurements, and invoices. Ensures proper use and logging of fiscal coding in the various CDPH IT acquisition and purchasing systems (e.g. Information Technology Acquisition Plan (ITAP), CDT ServiceNow requests, Contracts and Procurement System (CAPS), CDPH Invoice Systems, IT Expenditure Tracker and Logs). Works closely with ITSD Customer Service Section (CSS) in identifying and processing computer equipment refresh and needs.
- 25% Perform well-defined tasks requiring occasional innovative problem-solving within technology governance and process improvement guidelines. Develop and update ITSD controls to ensure the availability of systems and databases; enhance and maintain information technology software solutions; gather, document, and review system requirements and specifications aligning with technological modernization strategies in support of CDPH programs.

Marginal Functions (including percentage of time)

- 5% Other duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: J.A.

Date: MAR25

DUTY STATEMENT

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