

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist II	Working Title Senior IT Procurement and Contract Analyst
Employee Name Vacant	Position Number 791-122-1414-001
Project/Division Name EOD/ACSD	Supervisor's Name Brian Stiger
Unit Agency Procurement Support Services Unit	Supervisor's Classification Information Technology Manager I
Physical Work Location 2870 Gateway Oaks Drive, Suite 150	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting &amp; 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><b>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.):</b></p> <p>The position may be required to work and/or attend meetings at non-OTSI worksites located within the greater Sacramento region.</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 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):</p> <p>Under general direction from the Acquisition and Contracting Services Division (ACSD) Agency Procurement Services Chief, Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) works independently as a technical subject matter expert and specialist providing consultation to CalHHS departments for complex IT acquisitions and contract management. The ITS II advises on and leads procurement related activities, working directly with the Agency Procurement Officer, executive management and project teams. The incumbent must possess expert knowledge in state IT acquisition methods (LPA, formal, informal, non-competitive, etc.) and contract management.</p>	
Percentage of Duties	Essential Functions
35%	As a technical subject matter expert for the most complex IT acquisitions provide consultation and advice to the Agency Procurement Officer, CalHHS departments, executive management, IT and project teams on the completion of the acquisition lifecycle. Advise, facilitate, and lead procurement activities including development of specifications, review of technical requirements, and creation of evaluation criteria, ensuring compliance with the State Contracting Manual, Volume 2, State Administrative Manual, and the Statewide Information Management Manual. Provide IT procurement expertise to CalHHS projects during Stage 2 (Alternatives Analysis) and Stage 3 (Solution Development) of the IT Project Approval Lifecycle (PAL) by performing market research and providing recommendations on technology solution requirements, procurement strategy, and statement of work requirements. Lead and participate as a SME on Agency procurement related projects and initiatives targeted for identifying and implementing enterprise-wide improvements to CalHHS procurements. Participate in the CalHHS procurement subcommittee and make statewide policy and process improvements recommendations to the Agency Procurement Officer.

35%	Provide consultation and advice to CalHHS contract managers on contract management best practices, processes, and procedures. Assess contract management practices, make recommendations for changes or improvements, and oversee the implementation of accepted recommendations. Review, analyze, and make recommendations on contract management issues. Assist project teams in the development of contract management plans and processes. Review and provide critical feedback on work order authorizations, deliverable acceptance criteria, and other contract related documentation. Facilitate and document lessons learned to make recommendations to the Agency Procurement Officer to improve procurements, statements of work, technical requirements, and staff resourcing requirements.
15%	Provide leadership and clarification on IT procurement and contract management policies and procedures to CalHHS department project teams and executive management. Keep apprised of any changes to competitive IT procurement laws and regulations and recommend implementation of those changes in policies and procedures. Recommend changes to existing SLA/SLO requirements, GSPD 401IT – IT General Provisions, IT Special Provisions, and department specific Security and Privacy provisions to ensure they comply with industry best practices, state and federal law, and DGS/CDT policy.
10%	Participate in Agency level meetings and workshops for procurement and contract management related topics. Collaborate with the Agency Procurement Officer on CalHHS department engagements and report on procurement status. Keep the Agency Procurement Officer apprised of current trends observed when working with project teams.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

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

Standing: Occasional (13-25%)	Sitting: Frequent (51-75%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: <a href="#">Click here to enter text.</a>	
Type of Environment: a. N/A 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>
N/A

#### 6. SIGNATURES

<b>Employee's Statement:</b> 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
<b>Supervisor's Statement:</b>	

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
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	CR	4/16/2025
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.  List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

- \*\* 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