



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Information Technology Associate

Working Title: Information Technology Procurement Analyst

Position Number: 535-210-1401-XXX

Division/Branch or Office: Administrative and Financial Management Services Division / Information Technology Services Branch

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): E

Date Approved: June 2, 2025

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this position 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 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the general supervision of the Information Technology Manager II (Chief Information Officer (CIO)), the Information Technology Associate acts as a Procurement Analyst for the California Energy Commission (CEC), performing a variety of recurring and well-defined assignments associated with the procurement and contract management of Information Technology (IT) goods and services, such as software and hardware, consulting, mainframe, and cloud-based technology. The IT Associate will also process purchases of non-IT goods and services. This position will primarily function within the Business Technology Management domain.

Essential Duties

25% Information Technology Contracts and Procurement

Manage the contracting and procurement of IT goods and services, including hardware, software, consulting, and cloud-based technologies. Ensure all activities comply with the State and Department's contracting rules, regulations, and policies to achieve outcomes that benefit the CEC while adhering to the Department of General Services (DGS) procurement delegation authority.

Track and manage executed contracts and purchases to ensure timely and accurate renewals. Communicate and document the impacts of IT procurement and contract changes through various methods, including status reports, meetings, addenda, and amendments.

IT expenditures against budget allocations and develops the justifications needed for increases in current or future budget years. Participates in preparing budget documents, including Project Approval Lifecycle (PAL) and Budget Change Proposals (BCP).

25% IT and Non-IT Contract and Procurement Functions

Develop bid and offer evaluation documents, leading evaluations that compare vendor-proposed products and services with solicitation specifications. Prepare evaluation and selection reports, along with notifications of Intent to Award. Apply relevant laws, rules, regulations, internal processes, procedures, executive orders, State Contracting Manuals (SCM), State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), and DGS Management Memorandum related to the state procurement process.

Conduct research and analysis related to IT and non-IT purchasing projects. Provide procurement and contract management consultation for business programs concerning IT and non-IT projects. Track and manage contract milestones and deliverables for IT and non-IT agreements and provide metrics on contract usage.

Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for IT and non-IT contracts. Engage with customers and vendors to identify and process contract subscription requests and amendments, developing and maintaining cooperative relationships with contract stakeholders.

Assist management and control agencies in responding to any protests filed by unsuccessful bidders. Advise executive management, control agencies, program staff, and customers on IT and non-IT procurement requests and contract-related information.

20% Non-IT Contract and Procurement Functions

Manage, contract, and procure non-IT goods and services, including ergonomic equipment, business equipment, physical security, and maintenance services. Ensure that all activities uphold the integrity of the State and Department's contracting rules, regulations, and policies to achieve results in the Department's best interests.

Track and manage executed contracts and purchases to ensure timely and accurate renewals. Communicate and document the impacts and activities related to procurement and contract changes through various methods, such as status reports, meetings, addenda, and amendments. Effectively relay all aspects of procurements and contracts to project teams and vendors.

15% Vendor Relationship and Management

Effectively relay all IT procurements and contracts to project teams and vendors. Develop bid/offer evaluation documents and lead evaluations by comparing vendor-proposed products and services against the solicitation specifications.

Prepare evaluation and selection reports and notifications of intent to award. Apply relevant laws, rules, regulations, and internal processes, including executive orders, the State Contracting Manuals (SCM), the State Administrative Manual (SAM), the Statewide Information Management Manual (SIMM), and DGS management memoranda, related to the State procurement process.



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10% Collaborating and Coordinating

Attend statewide contract forum meetings organized by the Department of General Services (DGS). Provide guidance to vendors on how to do business with the state, focusing on Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE). Assist in resolving disputes involving SB and DVBE within the branch and in reporting to DGS. Serve as the liaison for the Target Area Contract Preference Act. Act as a unit P-Card holder for eligible purchases and reconcile transactions in FI\$Cal. Maintain contract files and systems. Develop presentations and meeting materials, attend meetings as necessary, and document and respond to any open issues.

Marginal Duties

5% Perform other duties as required, consistent with the classification specifications.

Knowledge, Skills, and Abilities

All knowledge and abilities of the Information Technology Associate, and

Knowledge of: State Information Technology procurement and contracting.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____

Date: _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____