**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**IT PROCUREMENTS AND PROJECT OVERSIGHT BRANCH**

**IT SOFTWARE & CITPR SECTION**

 **IT SOFTWARE UNIT**

**JOB TITLE:** Information Technology Associate (ITA) Limited Term (LT)

**POSITION NUMBER:** 420-862-1401-XXX

**INCUMBENT:** Vacant

**PRIMARY DOMAIN(S):** Business Technology Management: The management of information technology resources according to an organization's priorities and needs.

**STATEMENT OF DUTIES:**  Under the general supervision of the Information Technology Supervisor II (IT Sup II), the incumbent provides Information Technology (IT) support to the Department of Justice staff for IT software purchases. The incumbent exercises initiative and independence during the performance of assignments on a variety of analytical and consultative projects relating to IT software procurement and service contracts, budgets, legislation, and special projects. The incumbent interprets the client’s business needs; identifies and documents business processes; develops and documents informed conclusions with respect to IT software needs and feasible solutions; and makes suggestions to Department staff. The incumbent will prepare and review software purchasing documents such as solicitations, Standard Agreements (STD 213 and 215), and Statements of Work. This position requires a general knowledge of the Department’s IT infrastructure and systems and of the State’s procurement and contracting laws, policies and procedures.

**SUPERVISION RECEIVED:** Under general supervision of the IT Supervisor II.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular work station in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**35%** Serves as an IT business analyst performing intake assessments for the purchase of IT software and service and incident management tasks. The IT business analyst will complete analytical studies for complex IT systems by research client’s hardware and software configurations, and processing capabilities; determining client’s work related needs and objectives; and researching and locating appropriate products and costs. Acts as liaison between clients and vendors to interpret solicitation requirements, assists in market research, negotiations, coordinates, and enforces required tasks upon contract approval, and resolves problems as needed. Develops IT contracts and prepares specialized software agreements. Includes discussing with clients regarding IT software compatibility, cloud determination (SaaS, PaaS, IaaS), alternative acquisition methods, cost effective approaches to IT procurement, vendor negotiation strategies and sole source specification development. Works with program staff department-wide regarding their respective IT purchasing needs. Works with client agencies on selection criteria and specifications for the procurement of complex technical IT systems.

**35%** Monitors a variety of IT software contract and procurement activities. Analyze IT procurement requests for compliance with State and Departmental contract administration policy and practices, to include providing consultation in the areas of procedures and strategies to Departmental staff. Includes developing IT software contracts, contract amendments, Interagency Agreements, service and maintenance contracts, including those prepared under the Department of General Services (DGS) Leveraged Procurement Agreements (LPAs) and the Department of Justice (DOJ) IT delegation authority. Consults with Department IT staff; develops Request for Quotations or Request for Offers; interprets contract language; assists with bid openings; and reviews submitted bids for compliance with State and Departmental contract administration policy and practices.

**15%** Prepares expenditure reports and comparative analyses for budget-tracking purposes and projects line-item expenses for annual budget preparation. Performs tasks associated with reviewing and writing analyses regarding proposed legislation with the potential to impact the Hawkins Data Center’s IT infrastructure.

**15%** Conducts analytical studies, network surveys, and special administrative project reports on a division-wide or department-wide basis. Conducts associated research to complete tasks and documents technical solutions to implement system enhancements and revisions. Works with management on a variety of administrative, budget, and program-related issues and policies; provides suggestions pertaining to enhancements to IT services provided by the IT organizations. Assists DOJ in responding to public records requests, audits, and reviews of its procurement activities.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee’s Signature Date Supervisor’s Signature Date