**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**ENTERPRISE SERVICES BUREAU**

**PROJECT MANAGEMENT & PROCUREMENT BRANCH**

**IT CONTRACTS & PROCUREMENT SECTION**

**IT CONTRACTS & PROCUREMENT UNIT**

**JOB TITLE**: Information Technology Specialist I (ITS I) Limited Term (LT)

**POSITION:** 420-862-1402-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 direction of the Information Technology Supervisor II (ITSup II), the incumbent provides information technology (IT) and administrative support to the Department of Justice’s Chief Information Officer (CIO), Executive Staff, Program Managers, and department staff. The incumbent exercises a high degree of initiative and independence during the performance of assignments as one of the lead analysts on a variety of complex analytical and consultative projects relating to IT procurement and service contracts, budgets, legislation, and special projects. The journey-level incumbent interprets the client’s business needs; identifies and documents business processes; develops and documents informed conclusions with respect to IT needs and feasible solutions; and makes recommendations to department staff and the public. This position requires a broad knowledge of the department’s IT infrastructure and systems, and of the State’s procurement and contracting laws, policies and procedures.

**SUPERVISION RECEIVED:** Under direction of the ITSup 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:** Enclosed windowed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**45%** Provides administrative oversight on a variety of complex IT contract and procurement agreements (e.g. personal services, software, including cloud based software, and hardware agreements). Includes developing and managing IT contracts, contract amendments, Interagency Agreements, service agreements, and maintenance contracts, including those prepared under a Master Service Agreements (MSA), California Multiple Award Schedule (CMAS), Software Licensing Program (SLP), NASPO Valuepoint Cooperative Program, or Statewide Contracts. Consults with Department IT staff; acts as liaison between clients and vendors to interpret contract requirements, leads negotiations, coordinate and enforce required tasks upon contract approval, and resolve problems as needed.

**30%** Serves in the capacity of an IT procurement specialist to the DOJ’s CIO, executive staff, and DOJ clients to solve a wide range of business and technical issues. Assists Information Technology Contracts and Procurement Section (ITCPS) buyers in troubleshooting the unit’s procurement problems and issues. Reviews ITCPS buyer’s procurement documents. Performs complex analytical studies and activities on complex IT systems. Analyzes complex IT procurement requests for compliance with State and Departmental contract administration policy and practices, to include providing expert consultation in the areas of procedures and strategies to departmental staff. Includes advising clients of alternative acquisition methods, cost effective approaches to IT procurement, vendor negotiation strategies, and sole source justification development. Reviews and assists in developing justifications including Government Code 19130 (b), Non Competitive Bid, Limited to Brand, Special Category Request, and Statewide Contract exemptions. Works independently and advises client agencies with selection criteria and specifications for the procurement of the most complex technical IT systems and services.

**10%** Prepares expenditure reports and comparative analyses for budget-tracking purposes and projects line-item expenses for annual budget preparation. Prepares IT annual reports related to DVBE participation and Small Business participation. Develops annual spreadsheet to monitor Unit’s tasks and IT delegation program log.

**5%** Conducts independent analytical studies, network surveys, and special administrative project reports on a division-wide or department-wide basis. Conducts associated research to complete tasks and document technical solutions to implement system enhancements and revisions. Advises management on a variety of administrative, budget, and program-related issues and policies; provides recommendations pertaining to enhancements to IT services provided by the California Justice Information Services Division.

**5%**  Performs tasks associated with reviewing and writing complex analyses regarding proposed legislation with the potential to impact DOJ’s IT infrastructure.

**MARGINAL DUTIES**

**5%** Performs other duties as assigned.

*I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation.*

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Employee Signature Date Supervisor Signature Date