**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES (CJIS) DIVISION**

**ENTERPRISE SERVICES BUREAU**

**PROJECT MANAGEMENT & PROCUREMENT BRANCH**

**IT CONTRACTS & PROCUREMENT SECTION**

**IT SOFTWARE & CITPR UNIT**

**JOB TITLE:** Information Technology Specialist I (ITS I)

**POSITION NUMBER:** 420-705-1402-XXX

**INCUMBENT:** Vacant

**WORKING TITLE:** IT Procurement Specialist

**STATEMENT OF DUTIES:** Under the general direction of the Information Technology Supervisor II (ITSup II), the incumbent performs the most complex IT procurement activities on behalf of the Department of Justice staff. The incumbent will serve as a lead and make a broad spectrum of decisions in relation to IT projects of medium to high criticality. The ITS I will develop and maintain effective communication and working relationships with departmental staff, other governmental agencies; represent the IT Software and CITPR Section manager in meetings with division and departmental management, and business users; and act as a liaison with vendors to assess the purchase of innovate business solutions.

**SUPERVISION RECEIVED:** Reports directly to the IT Sup 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% Provides expert consultation on the State of California procurement processes for cloud services and lead stage gate activities for IT SaaS Projects in the Project Approval Lifecycle (PAL). The IT Procurement Analyst is a Subject Matter Expert (SME) on the development of Financial Analysis Worksheets (FAWs) for CJIS IT Projects and must work closely with CJIS Budgets, Department of Finance, Department of Technology, and project teams to complete the FAWs, in accordance with State Information Management Manual Section 19F. Provides leadership and clarification to the DOJ management on the interpretation of procurement policies and procedures, and guidance on the development and approval of solicitations from planning though execution of contract. Assists the business with conducting Market Research, coordinate vendor communication as approved by DGS, release Requests for Information. Provides leadership in the creation of competitive solicitation documents and oversee bid evaluation and preparation of the Evaluation and Selection Report and Notification of Intent to Award. Leads the development of Non-Competitive Bids (NCBs) and NCB amendments and assist DOJ management and DGS with protests filed by unsuccessful bidders. Identifies project risks and issues and recommends alternatives that lead to best practices and successful mitigation results. Manages procurement-related risks and issues, to include identifying, documenting, monitoring and communicating related risk mitigation plans.

30% Leads and serves as an advanced IT procurement analyst to support the development and approval of solicitations for the most complex IT Projects, goods and services. Leads day to day training and provide direction to the IT Associate level team members to ensure solicitations follow applicable IT procurement policy, procedure, contracting laws, guidelines, and oversight agency direction. Leads the development of competitive procurement requests and collaborate with multi-functional teams of State and consultant personnel to develop IT project procurement schedules, respond to vendor inquiries, develop proposal evaluation criteria, negotiate terms and conditions, and develops justifications. Responsible for the analysis and preparation of the most complex IT procurement documents that are politically sensitive and of major technological and/or economic impact to the DOJ.

25% Leads the data collection, validation and reporting of financial analysis to support the development of IT project approval documents. Monitors IT procurement expenditures and provides financial management subject matter expertise for the most complex enterprise IT initiatives. Develops periodic and ad hoc reports and responds to drills related to state and federal funding which includes reviewing and developing budget change proposals, financial analysis worksheets, performing legislative analysis, resolving programmatic issues related to IT procurements and contracts, and supporting the strategic direction of the IT project portfolio.

10% Recommends, drafts, and implements policies in areas of IT procurement and contracting and ensures that departmental practices comply with applicable State statutes, rules, and guidelines. Responds to inquiries by providing excellent customer service; develops presentations, training classes, desk manuals, meeting materials and gathers information to create dashboard reports for executive management. Track contract documentation and update databases. Establishes reasonable IT procurement deadlines to ensure work is completed accurately and timely.

*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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