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| EMPLOYEE | | CLASS TITLE: | | | WORKING TITLE: | |
|  | | Information Technology Specialist I | | | IT Contract Specialist | |
| DIVISION OR UNIT: | | POSITION NUMBER: | | | COLLECTIVE BARGAINING: | MCR: |
| Executive/ITO | | 410-113-1402-004 | | | R01 | I |
| EFFECTIVE DATE: | | CONFLICT OF INTEREST CATEGORY: | | | PROBATION: | |
|  | | 4 | | | 12 months | |
| SALARY: | | | RANGE: | | IMMEDIATE SUPERVISOR (Print) | |
|  | | | C | | Juanita Roth | |
| WORK SCHEDULE: | | | | DAILY HOURS: | | |
| Mon Tues Wed. Thurs. Fri. | | | | Start: 8:00 a.m.  Finish: 5:00 p.m. | | |
| 1. Supervision Received:   Under the general direction of the IT Manager I, in the Planning & Portfolio Management Office, the IT Specialist I will act as the primary IT Contract and Procurement Specialist for the Information Technology Office (ITO) of the department. The IT Contract Specialist will perform all the planning, initiation, monitoring, maintenance and updating of ITO procurements and contracts and work with program staff throughout the department and external control agencies to manage, monitor and maintain ITO Contracts & Procurements. The IT Contract Specialist will serve as a liaison between the Chief Information Officer and the Finance and Accounting section to provide IT Contract and Procurements data and reports. The IT Contract Specialist will also participate in providing IT Cost Reports to Agency. | | | | | | |
| 1. Supervision Exercised: None | | | | | | |
| 1. Physical Demands: See below. | | | | | | |
| 1. Job Description: (Percentage of time performing each function) | | | | | | |
| *Percent of Time* | ESSENTIAL FUNCTIONS | | | | | |
| 35% | **Business Technology Management; Information Technology Project Management**  Independently oversees the most complex IT deliverables-based contracts, monitoring the contracts through conclusion. Analyze project vendor contracts ensuring schedule, budget, performance and products are consistent with contract deliverables. Manages the vendors work products and validates that work products and deliverables are met prior to invoice approval. Responsible for contract correspondence. Approves and manages contract related activities. Provides regular reports to the Project Managers, CIO and Executives. Works with IT management and the Chief Information Officer to create IT procurement plans. Reviews IT related feasibility study reports (FSRs), Budget Change Proposals (BCPs), policy updates, and other documentation that pertains or includes IT Contracts or IT Procurements. | | | | | |
| 30% | **Business Technology Management**  Performs daily operations for all ITO Contract and Procurement workloads including but not limited to: evaluating new IT Contract Requests; reviewing Statements of Work (SOW), processing exemption requests; processing amendments to existing contracts; reviewing and approving IT Vendor Work Authorizations (WA) and IT Vendor timesheets; participating as an IT Contract Subject Matter Expert on various IT Projects; performing research and analysis on various IT Procurements in which services and goods are requested. Works with the Business Operations Section to make sure critical IT procurements are ordered correctly and delivered on time. Manages the software licensing purchase and renewal process. | | | | | |
| 20% | **Business Technology Management**  Continually identifies and develops IT Contract process maturity efforts to increase the efficiency and productivity for the ITO Contract & Procurement workloads. Responsibilities includes; 1.) Analysis & Research of current IT Contract Workloads; 2.) Process Re-Engineering and Enhancements to existing IT Contract processes; and 3.) Standardized Reporting for all IT Contracts. IT Contract Specialist will develop; reengineer; recommend; document; streamline; and facilitate all IT Contract Process Maturity efforts. Provides routine updates to ITO and Executive Management on process maturity efforts. | | | | | |
| 10% | **Business Technology Management; Information Technology Project Management**  Independently prepare supporting documents for competitive bid processes utilizing state procurement policies and procedures, State Administrative Manual and California Technology Agency guidelines. | | | | | |
| *Percent of Time* | NON-ESSENTIAL FUNCTIONS | | | | | |
| 05% | Performs other related duties as required. | | | | | |

| PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS | | | | | |
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| Activity | **Not Required** | **Less than 25%** | **25%**  **to**  **49%** | **50%**  **to**  **74%** | **75%**  **or**  **More** |
| VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials. |  |  |  |  |  |
| HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction. |  |  |  |  |  |
| SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction. |  |  |  |  |  |
| MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing. |  |  |  |  |  |
| SITTING: At a computer terminal or desk; conferring with employees. |  |  |  |  |  |
| STANDING: |  |  |  |  |  |
| BALANCING: |  |  |  |  |  |
| CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents. |  |  |  |  |  |
| COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work. |  |  |  |  |  |
| WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff. |  |  |  |  |  |
| LIFTING UP TO 10 LBS. OCCASIONALLY: |  |  |  |  |  |

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| **PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS** | | | | | |
| Activity | **Not Required** | **Less than 25%** | **25% to 49%** | **50% to 74%** | **75% or More** |
| LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY: |  |  |  |  |  |
| LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY: |  |  |  |  |  |
| FINGERING: Pushing buttons on telephone; typing; copying. |  |  |  |  |  |
| REACHING: Answering phones. |  |  |  |  |  |
| CARRYING: Distributing mail; reports; stocking supplies. |  |  |  |  |  |
| CLIMBING: stairs |  |  |  |  |  |
| BENDING AT WAIST: |  |  |  |  |  |
| KNEELING: |  |  |  |  |  |
| PUSHING OR PULLING: |  |  |  |  |  |
| HANDLING: |  |  |  |  |  |
| DRIVING: |  |  |  |  |  |
| OPERATING EQUIPMENT: Computer; telephone; copy machine; fax. |  |  |  |  |  |
| WORKING INDOORS: |  |  |  |  |  |
| WORKING OUTDOORS: |  |  |  |  |  |
| WORKING IN CONFINED SPACE: Enclosed office environment. |  |  |  |  |  |

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| SIGNATURES |
| Certification of Applicant/Employee *Note –* ***Do not*** sign certification if you have any concerns regarding your ability to perform the essential functions of this position. Contact the DBO Human Resources Office for additional information.  I certify that I possess essential personal certifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.  *I have read and discussed these duties with my supervisor.*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Employee’s Signature Date*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Civil Service Title* |
| *I certify that the above accurately represents the duties of the position:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Supervisor’s Signature Date*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Civil Service Title* |
| *Position classification approved:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Personnel Analyst’s Signature Date* |