|  |  |
| --- | --- |
| State of CaliforniaCalifornia department of technology Duty Statement proposedTech 052 (Rev. 02/2018) | **RPA NUMBER (HR Use Only)** |
| **20-089**  |
| **ALERT: This form is mandatory for all Requests for Personnel Action (RPA).****INSTRUCTIONS:** Before completing this form, read the instructions located on last page.  |
| Section A: Position Profile |
| A. Date | B. appointment effective date | C. Incumbent Name |
| 7/28/20  |   |   |
| d. CIVIL SERVICE CLASSIFICATION | e. POSITION WORKING TITLE |
|  Information Technology Specialist I  |  Procurement Officer  |
| F. Current Position Number | G. proposed Position Number (Last three (3) digits assigned by HR) |
|  695-440-1402-002  |   |
| H. office / section / unit / physical Location of Position | I. supervisor Name and classification |
| Statewide Technology Procurement/Rancho Cordova  | Information Technology Manager I  |
| J. Work Days / Work Hours / work shift (day, swing, grave) | K. Position Requires:  | fingerprint background check | [ ]  Yes [x]  No |
| M-F, 8 – 5 p.m./day  | Driving an Automobile | [ ]  Yes [x]  No |
| Section B: Position Functions and Duties**Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).**  |
|  | **Information Technology Domains (Select all domains applicable to the incumbent’s duties/tasks.)** |
| [x]  Business Technology Management[ ]  Information Security Engineering | [ ]  IT Project Management[ ]  Software Engineering | [ ]  Client Services [ ]  System Engineering |
|  | Organizational Setting and Major Functions |
|  | Under the direction of the Information Technology (IT) Manager I, the IT Specialist I has responsibility for development of innovative procurement approaches and coordinates and controls all aspects of difficult and sensitive acquisitions related to reportable IT and Telecommunications (Telecom) projects in accordance with Public Contract Code (PCC) Sections 12100 and 12120 and compliance with the Project Approval Lifecycle (PAL) Framework.**The IT Specialist I position is designated under the Conflict of Interest Code. The 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 thirty (30) days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.**  |
|  | Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) |
| % of time performing duties35%30%20%10% |  **Performs completed staff work on a variety of technical IT acquisition issues as follows:**On behalf of the California Department of Technology (CDT) Statewide Technology Procurement (STP), the IT Specialist I facilitates the statewide procurement process for difficult and sensitive IT and Telecom acquisitions by developing solicitation documents and bid specifications for both competitive and non-competitive transactions in accordance with State and Federal laws relating to procurement and contracting activities. Perform oversight and collaborate with customer State agencies/departments on the acquisition of the IT and Telecom goods and services through all phases of the PAL process – including post award phases such as maintenance and operations, contract administrative changes, amendments, new system or existing legacy system replacements, and non-competitive bids. Duties include, but are not limited to:* Analyze customer State agencies/departments requests for special requirements by reviewing the administrative, functional, non-functional, and technical requirements for relevance, completeness, and accuracy.
* Conduct meetings with management of large customer State agencies/departments including program supervisors, managers, other executive levels, and technical staff, on-site or off-site at the requesting State agency/department’s location to resolve ambiguities and/or issues with the development of solicitations.
* Develop solicitation documents based on feedback gathered through meetings with State agency/department representatives and specifications established by State agencies/departments’ programs and subject matter experts.

Assist in contract negotiations of difficult and sensitive IT and Telecom projects to facilitate the reconciliation and resolution of the State’s and/or suppliers/vendors’ concerns relative to administrative, functional, non-functional, and technical requirements, while maintaining competition (as applicable) in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:* Ensure the State agency/department’s needs are met by extending efforts to secure suppliers/vendors’ competition and compliance to the solicitation; may develop alternative selection evaluation models unique to individual acquisitions.
* Lead teams in various formal settings and facilitates the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, evaluations, and protests; is ultimately responsible for team decisions.
* Negotiate solicitation changes for the State and/or suppliers/vendors’ by determining if contract change proposals submitted by competing suppliers/vendors should be made through communication with STP management.
* Lead and participate in projects evaluating difficult and sensitive acquisitions, peer review and evaluation sessions, testing or demonstration of bidder’s equipment, notification of award, and protest hearings by meeting with management of various large State agencies/departments including program supervisors, managers, other executive levels, and technical staff, on-site or off-site at the requesting State agency/department’s location.
* Determine the proposed awardee(s) by evaluating bid submittals based on requirements of the solicitation that includes reviewing bid costs, specification compliance, delivery terms, brand and models offered, recycle content, etc.

Provide acquisition consulting services in accordance with policies and State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:* Advise State agencies/departments on the applicable IT and Telecom procurement processes and applicable government codes and regulations, including steps to achieve a successful award by meeting with management of various large State agencies/departments including program supervisors, managers, other executive levels, and technical staff, on-site or off-site at the requesting state department’s location.
* Advise suppliers/vendors on the purpose for specific requirements and the various solicitation steps including submission of compliant responses/bids, evaluation criteria, award methodology, and protest procedures by meeting with private sector executives, on-site or off-site at the requesting supplier/vendor’s location.

Complete administrative assignments as instructed by the IT Manager I to assure continuous improvement of the IT and Telecom acquisition process, in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:* Participate in developing STP’s policies and procedures in an effort to continuously improve the IT and Telecom acquisition process.
* Provide expertise and knowledge on the procurement process cycle, department needs, and data capture information routinely requested by CDT leadership and other State agencies/departments.
* Process Public Records Act (PRA) requests for IT and Telecommunication acquisitions by identifying the types of documents required and establishing timelines to meet all statutory and division policies. Retrieves documents and transmits to division PRA Coordinator and legal counsel.
* Develop and/or recommend improved acquisition tools and techniques to enhance the IT and Telecom acquisition process by conducting research on new systems, hardware, and/or software capabilities and staying current with new technology features, while using internet tools and conducting discussions with suppliers/vendors.
* Review and/or provide valuable feedback for all Stages in the PAL process as a Critical Partner.

  |
|  | Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.) |
| 5% | * Participate in the developing and/or conducting training classes (e.g., CAL-PCA) for the competitive and non-competitive acquisition of IT and Telecom goods and services in accordance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Codes (PCC), State Information Management Manual (SIMM), State Telecommunications Management Manual (STMM), Government Codes and Regulations, PAL Framework, Executive Orders, etc., in order to provide professional development courses and seminars to the State’s procurement and contracting community.
* Perform other related duties as required.
 |
|  | Work Environment Requirements |
|  | * Must be able to travel to customer department sites primarily in Sacramento County; however, occasional travel to other locations within California may be required.
* May be required to work outside of normal business hours and telework.
* Must be required to carry a mobile computing device (e.g., cell phone, laptop).

  |
|  | Allocation Factors (Complete each of the following factors.)  |
|  | **Supervision Received:**The IT Specialist I receives direction from the IT Manager I. **Actions and Consequences:**The acquisitions for reportable IT and Telecom projects are highly visible and are often subject to public scrutiny. The incumbent is expected to act independently with program supervisors, managers, other executive levels, and technical staff, to effectively review and develop IT and Telecom procurement policy, procedures, and solicitations. Failure to accurately develop IT and Telecom solicitations and their respective contracts could result in customer dissatisfaction, illegal procurements, contract disputes, and failed projects. This would severely impact the CDT’s ability to procure essential statewide IT goods and services on behalf of State agencies/departments. **Personal Contacts:**The incumbent will have regular contact with CDT leadership. Other contacts include all levels of staff from the Legislature, Department of Finance, California Department of Human Resources, State Personnel Board, Department of General Services, other State agencies/departments’ executives, and suppliers/vendors. **Administrative and Supervisory Responsibilities: (Indicate “None” if this is a non-supervisory position.)**None. **Supervision Exercised:**Does not supervise but may lead. |
|  | Other Information |
|  |  |
|  | **Desirable Qualifications: (List in order of importance.)** |
|  | The successful incumbent should possess:* Working knowledge of IT and Telecom project procurement methodologies and fundamentals.
* Knowledge of business/systems analysis and requirements development best practices and methodologies.
* Knowledge of project, contract, and/or vendor management methodologies and best practices.
* Experience with State-level policies and procedures relating to the acquisition of statewide IT and Telecom goods and services.
* Experience in principles, practices, and trends of IT and Telecom acquisitions.
* Experience in current computer industry technology and best practices.
* Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills.
* Ability to develop and evaluate alternatives, make decisions, and take appropriate action.
* Ability to handle multiple project simultaneously and accept challenges.
* Ability to establish and maintain priorities.
* Ability to exercise a high degree of initiative, independence of action and originality, and must demonstrate tact and good independent judgement.
* Ability to effectively plan, coordinate, manage, and direct the activities of various teams.
* Ability to consult and advise interested parties on a variety of subject-matter areas, effectively translating IT and Telecom technical terms into everyday language.
* Must be proficient in Word, familiar with Excel and Visio software, and have a working knowledge of PeopleSoft ERP and Fi$Cal/Cal eProcure, as they will be used regularly.
* Familiarity with industry standards communication tools and methodologies such as MS Teams, Skype, WebEx, Zoom.

  |
| **incumbent Statement: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**  |
| Incumbent Name (Print) | Incumbent Signature | Date |
|   |  |   |
| **Supervisor Statement: I have discussed the duties of this position with the incumbent.**  |
| Supervisor Name (Print) | Supervisor Signature | Date |
|   |  |   |