

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Information Technology Services Division	EFFECTIVE DATE
BRANCH/SECTION IT Procurement & Project Management Services	CLASS TITLE Information Technology Supervisor I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-406-1403- XXX

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the Business Technology Management domain (Budgeting, Procurement & Purchasing; Contract Administration, Business Analysis and Asset Management: and the IT Project Management domain – Procurement Management: The IT Supervisor I works under the direction and guidance of the PPMS Section Chief. The IT Supervisor I will be responsible for supervising and managing workload of IT purchasing staff.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
<p>35%</p> <p>35%</p> <p>20%</p>	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Personnel Management The incumbent supervises the procurement Buyers and manages their workload by assigning ESSRs, projects, and other work. The incumbent reviews all procurement packages and is first line approver for Fi\$Cal purchase order and contract shell entries. The incumbent gives performance reviews, writes duty statements, and manages the hiring process. The incumbent develops job aids and procedures, and trains procurement Buyer staff. The incumbent advises the procurement Buyers in procurement-related issues and gives suggestions and recommendations.</p> <p>Procurement: The incumbent analyzes user requests, chooses the appropriate procurement method, and prepares written solicitations - Request for Offers (RFO), Request for Quote (RFQ), and other State-required solicitation documentation. The incumbent also prepares other procurement documentation as needed; these forms include but are not limited to - Statement of Work (SOW), Non-Competitive Bid (NCB) forms, Special Category Request (SCR) forms, Limited-to-Brand (LTB) forms, Exemption Request forms, Department of General Services (DGS) and California Department of Technology (CDT) required reports, and other required forms for procuring under State rules and regulations. The incumbent writes evaluation criteria, manages the evaluation process, evaluates bids, makes appropriate selection for award, and enters accurate contract information into the Financial Information Systems for California (Fi\$Cal). The incumbent reviews all purchase orders as an Approver 1 in Fi\$Cal for accuracy and compliance.</p> <p>Business Analysis: The incumbent collaborates with the CPUC business, IT staff, and contract managers to assist with writing, researching business requirements, and resolving any procurement related issues. The incumbent works closely with vendors during the entire lifecycle of the procurement. The incumbent analyzes, develops, and documents processes and executes guidelines for technology governance and process improvement. The incumbent acts in an advisory capacity for Commission staff to determine proper products/systems to meet their needs. The incumbent formulates, delivers, and coordinates end-user training.</p>

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<p>5%</p>	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Training and Development: The incumbent attends Fi\$Cal, CalPCA and other necessary and/or required training to keep current on any changes in procurement processes. The incumbent will take online web-based classes to improve efficiency and productivity in the workplace.</p>
<p>5%</p>	<p>The incumbent works on ad-hoc assignments and/or projects, develops reports as needed for management and control agencies, responds Public Records Act (PRA) requests, the receipt of IT assets (hardware and software) processing invoices, and other job-related duties as required.</p>
<p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></p>	
<p>Knowledge of: Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices. The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.</p>	
<p>Ability to: Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes; establish and maintain effective working relationships with others; communicate effectively verbally and in writing as appropriate for the needs of the audience; interpret customer requests to meet service needs and resolve problems; provide customer service; work cooperatively with staff at all levels; proficiently use computers and productivity software; and understand and align technology proposals with business needs. Supervise technical personnel; plan, administer, and monitor expenditures; assess, analyze, and identify information technology policy needs; establish cooperative relationships and gain support of key individuals to accomplish goals; plan, coordinate, and direct the activities of multi-disciplinary staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.</p>	
<p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p>	
<ul style="list-style-type: none"> • This position is covered in the Political Reform Act and is required under the CCPUC's Conflict of Interest Code to complete and file a financial disclosure Form 700 within 30 days of appointment and annually thereafter. • Work in a climate-controlled office under artificial lighting. There will be occasional fluctuations in temperature. Sit at a desk during core office hours. Use a computer, keyboard, mouse, monitor, and printers for prolonged periods of time. • Bend and stoop to retrieve and replace files and records weighing up to 20 pounds. Move about the office and stand or sit for long periods at a time. • Proficiently use standard office technologies, including computer applications, phone equipment, Internet, voicemail, email, etc. 	

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	<ul style="list-style-type: none"> Occasional travel via private or public transportation (i.e., drive an automobile, take an airplane flight, etc.) that may include overnight lodging, several days at time and long distance inside California. Occasional overtime work may be required.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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