



**DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT**

716-1402-906

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Modernization Project	
3. REPORTING UNIT NAME Contract Management Unit		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Specialist I		6. WORKING TITLE Contract Manager Analyst	
7. POSITION NUMBER 716-1402-906		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT R01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? Yes No
This position is designated under the Conflict of Interest Code. This 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 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVAL **T. Cortez-Guardado** **15. DATE APPROVED** **5/5/2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Information Technology Supervisor II (IT Sup II), the Information Technology Specialist I (ITS I) will perform duties related to the Business Technology Management domain, including but not limited to, Budgeting, Procurement and Purchasing, Contract Administration, Vendor Management, and Policy and Program Development. The ITS I as a contract expert, knowledgeable in all policies and procedures, will manage all contracts for the Information Systems Division (ISD).

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 35% CONTRACT ADMINISTRATION/VENDOR MANAGEMENT (E)
Performs, organizes, and leads all aspects of contract development for the ISD from initiation to maintenance to closure of each complex hardware, software, and Information Technology (IT) consulting contract. Develops statements of work (SOW) and verifies for content, format, and completeness. Prepares requests for hardware, software, and consulting contracts. Performs evaluation of new hardware and software products, reviews consulting solicitation responses, and provides recommendations as required. Assesses contract deficiencies and makes recommendations on issue and problem resolution. Maintains contract documentation and expiration criteria for contracts and informs management of the requirements needed to renew or cancel each contract. Mentors and guides others on contract management.
- 25% MANAGE DELIVERABLES AND PAYMENTS (E)
Leads the development and preparation of Deliverable Expectations Document/Work Order Authorization (DED/WOA) and provides to the Contract Manager for approval. Maintains and coordinates any changes to contract and DED/WOAs. Manages complex tasks and services the vendor is required to perform. Coordinates and tracks all deliverables and makes recommendations to management on solutions to resolve discrepancies, and/or acceptance. Validates time and status reports, and ensures timely submission. Reviews and recommends any funding adjustments, invoice approvals, and ensures timely payments to vendors.
- 20% CONTRACT COMPLIANCE (E)
Analyzes and reviews contracts to ensure compliance with departmental and state policies and procedures. Ensures addendums to contracts meets departmental need and align with policies and procedures. Oversees all software and hardware purchases and renewals. Maintain complex software support and maintenance



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agreements. Tracks hours, classification costs, expenditures, and ensures all contracts are with the divisional budget unit. Reports on all contracts monthly to budget analyst and upper management.

15%

COMMUNICATION AND RELATIONSHIP MANAGEMENT (E)

Liaisons with vendors, IT Acquisitions, contract managers, and Executive management. Provides requirements for vendor onboarding. Addresses issues and problems regarding contracts, SOWs, products, maintenance and consultants and makes recommendations. Communicates with Deputy Director/Chief Information Officer, contract managers, and vendor representatives. Facilitates and attends meetings regarding contract management.

5%

MISCELLANEOUS (M)

Performs other job-related duties as required.



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18. SUPERVISION RECEIVED

The ITS I is under direction of the IT Supervisor II.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

None

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position works indoors in an office cubicle setting. Will access a computer, sit for extended periods, and attend meetings in person at locations throughout the division, the building, and occasionally at other locations outside of the DMV Headquarters campus, or via video/conference call. Incumbent gives presentations and participates in meetings, conferences and workshops.

DMV operates 24/7; incumbent may be required to carry a cell phone, work occasional evenings and/or weekends.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Demonstrated experience in contract management, procurement, budget and reporting, and customer relations. Strong written and verbal communication skills.

Comply with security policies and procedures established by the data owners and the Information Security Officer.

22. PERSONAL CONTACTS

Contact will be conducted by use of email, telephone, one-on-one or group communication, and written documents or requests with co-workers, vendors, consultants, internal and external customers, inter-agency, and senior management. Interactions may be general, confidential, sensitive, and/or informative.