



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1402-906

ACTIVE

CURRENT
PROPOSED

Table with 4 columns: 1. DIVISION, 2. REGION OR BRANCH, 3. REPORTING UNIT NAME, 4. POSITION CITY, 5. CLASSIFICATION TITLE, 6. WORKING TITLE, 7. POSITION NUMBER, 8. PREVIOUS POSITION NUMBER, 9. CBID/BARGAINING UNIT, 10. WORK WEEK GROUP, 11. TENURE, 12. TIME BASE

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? [X] 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.

14. CPC ANALYST APPROVAL T. Cortez-Guardado 15. DATE APPROVED 5/4/2021

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 (IT) Supervisor II, the IT Specialist (ITS) I is involved with the day-to-day vendor management administrative activities. The ITS I performs duties related to Business Technology Management and IT Project Management, including but not limited to: Communications and Human Resource Management, Contract Administration, Planning, Quality Management, Stakeholder Management, and Time/Schedule Management.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 40% (E) Performs, organizes and leads vendor management activities for highly visible, critical information technology projects in support of DMV business operations and modernization.
30% (E) Liaisons with vendors, IT Acquisitions, contract managers, and Executive management.
15% (E) Participates in developing and sustaining cooperative working relationships with different vendors, and resolves issues.



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recommending the best vendors available.

10%

(E)

Provides evaluation and makes recommendations on project related products. Drafts and submits orders for project related products as needed by the DXP team.

5%

(M)

Participates in vendor performance reviews. 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

Works in an office setting in artificial light and temperature control. Sits in a cubicle, primarily sedentary for extended periods of time. Operates a personal computer, telephone, fax machine, copier and other office equipment. Incumbent gives presentations and participates in meetings, conferences and workshops. Communicates with internal and external customers via e-mail, telephone or in person. Attends meetings on HQ campus and off campus.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Proficient vendor management skills including various Project Certifications. Experience in assisting in effectively planning, organizing, directing, delegating and supervising complex work of a multidisciplinary staff. Experience assisting with contract/vendor management. Experience in SDLC methodologies. Positive attitude and highly motivated. Experience delivering services with a focus on excellent customer service. Ability to analyze information and make decisions in a competent and timely manner. Ability to communicate effectively verbally and in writing, to draft reports, develop and present presentations as required. Ability to organize workload to accommodate changing priorities and effectively manage multiple assignments concurrently. Possesses effective interpersonal and leadership qualities with the ability to build valuable internal and external relationships with a wide variety of people.

Operations functions, such as support for security and/or performance, will comply with all policies, procedures, and standards for operational effectiveness. Adhere to departmental standards for data back-up, recovery, integrity, control, and management.

22. PERSONAL CONTACTS

Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight and lead individuals or groups. Interactions may be general, confidential, sensitive or informative in nature.