

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager II	Working Title Chief, Procurement and Contract Management
Employee Name Vacant	Position Number 791-730-1406-002
Project/Division Name CalHEERS Project	Supervisor's Name James Duckens
Unit Procurement and Contract Management	Supervisor's Classification Exempt, Project Director
Physical Work Location 2535 Capitol Oaks Dr., Suite 420, Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required                      <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations                      <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</p> <p>This position works between multiple Office of Systems Integration (OSI) office locations, including frequent travel to 2329 Gateway Oaks Drive, Sacramento, CA. May also be required to travel to various sponsor work locations within Sacramento and other sites as required.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management                      <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input checked="" type="checkbox"/> Client Services    <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering                                      <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under administrative direction of the California Healthcare Enrollment, Eligibility and Retention System (CalHEERS) Project Director, the Information Technology Manager II (ITM II) is responsible for large-scale (approximately 1 billion dollars) contract management and procurement activities for the CalHEERS information technology (IT) system integrator (SI) contract, including but not limited to planning, solicitations, amendments, and support contracts. The CalHEERS Project supports California Health Benefit Exchange programs administered by two sponsor departments, the Department of Health Care Services (DHCS) and Covered California. The ITM II provides project management of the full procurement lifecycle and requires the highest level of technical and communication skills to represent the Project. Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information. The ITM II also manages all contract management, oversight, including fiscal and quality assurance, and the procurement of support contracts and coordinates with the fiscal manager in preparing expenditure budget for the procurement of project equipment, hardware, software and services. This position has full and total management responsibilities for planning, organizing, coordinating and reviewing the activities of the Procurement and Contract Management Unit; directs a highly complex interdepartmental IT project where the work is the most critical and sensitive.</p>	
Percentage of Duties	Essential Functions
20%	Manage and direct procurement activities consistent with project management best practices for the SI contract to maintain and operate CalHEERS. This includes the full procurement lifecycle as needed, including

	<p>development and maintenance of contract requirements and proposal evaluation criteria, responses to bidder questions about the RFP, and subsequent RFP addenda. This requires the management and coordination of input and feedback from stakeholder work groups, advisory groups, and the CalHEERS Sponsor departments. Manages and directs all negotiation activities for new contracts or as related to amendments. Serve on the CalHEERS Evaluation Team for draft and final bids to ensure contracts and amendments meet the Sponsor departments' long-term needs. Manage the overall efforts and work with executives from DHCS, Covered California, Office of Systems Integration (OSI), Statewide Automated Welfare System (SAWS), County Welfare Directors Association (CWDA) and others to ensure that the system meets the needs of participating partners, and is delivered on time and within budget. Direct and monitor project management activities to include communication, issue and risk management, and scheduling.</p>
30%	<p>Direct the oversight of all contract management activities related to the CalHEERS Project and the activities to develop, implement, operate, and maintain the CalHEERS Project. Oversee quality assurance and fiscal activities in support of these efforts. Resolve contract management issues of the highest complexity in partnership with Project and Sponsor leadership and Legal teams. Manage risks related to the CalHEERS procurement and contract management activities, including monitoring project risks and quality measures, developing and maintaining mitigation plans, monitors execution of mitigation plans, and develops and maintains contingency plans. Advise the Project Director and Deputy Project Director on contract management and procurement issues and risks related to the CalHEERS Project.</p>
15%	<p>Lead in executing the CalHEERS Stakeholder Management Plan. Participate in identification of stakeholders and ensure consistent communication and coordination with all stakeholders. Coordinate with the counties, DHCS program managers, Covered California program managers and the SI to obtain county and state participation in activities to ensure Project success. Manage the multiple activities related to each Project Plan to ensure a smooth transition from incumbent SI vendor contract to CalHEERS for all stakeholders.</p>
10%	<p>Oversee preparation of Project approval documents to be approved by sponsor departments. Oversee the preparation and approval of budget documents to include the annual Budget Change Proposals and Federal approval documents. Provide budget testimony to control agencies and legislature, as needed. May be required to travel to attend various work related activities including but not limited to: meetings, trainings, and conferences.</p>
10%	<p>Provide leadership to employees directly and indirectly reporting to this position. Establish program priorities and objectives, ensure appropriate staffing within the Procurement and Contract Management Unit, promote professional development and succession planning, respond to staff concerns, and address performance issues. Hire, evaluate, train, motivate, discipline, and otherwise manage employees. Promote the department's Equal Employment Opportunity program, American's with Disabilities Act, and other personnel practices and policies to maintain standards that promote a work environment free from discrimination, harassment, retaliation, and unprofessional or disrespectful conducts using knowledge of policies and procedures and communication skills on an on-going basis.</p>
10%	<p>Participate in and represent CalHEERS at the Executive Steering Committee on issues related to the Project, contract management and procurement. Assist in establishing enterprise policies and procedures to the Project. Participate in establishing enterprise policies and procedures to ensure best practices are consistently exercised across the organization.</p>
Percentage of Duties	Marginal Functions
5%	<p>Perform other duties as assigned. Including providing input into Section/Unit development and represent CalHEERS in meetings with stakeholders as appropriate. Establish and maintain ongoing contacts with all levels of management within the Exchange/CC, external control agencies, customers, vendors, businesses, contractors, and State and federal entities. May be required to travel to attend work related activities including but not limited to: meetings, trainings, and conferences.</p>

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	

Type of Environment: a. High Rise b. Select		
Interaction with Public: a. N/A b. Select c. Select.		
<b>5. SUPERVISION</b>		
Supervision Exercised (e.g., <i>Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i> ) Directly – One (1) Staff Services Manager III, Four (3) Information Technology Specialist I, One (1) Information Technology Associate		
<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature _____ Date _____		
<b>Supervisor's Statement:</b> I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature _____ Date _____		
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input checked="" type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	esm	8/9/2021
<b>Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)</b> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.  List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE