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| State of CaliforniaCalifornia department of technologyDuty Statement PROPOSED Tech 052 (Rev. 02/2018) | **RPA NUMBER (HR Use Only)** |
|  21-128 |
| **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 |
| 10/14/2021 |   |   |
| d. CIVIL SERVICE CLASSIFICATION | e. POSITION WORKING TITLE |
| Information Technology Manager I  | Procurement Manager  |
| F. Current Position Number | G. proposed Position Number (Last three (3) digits assigned by HR) |
| 695-440-1405-001  |   |
| H. office / section / unit / physical Location of Position | I. supervisor Name and classification |
| Statewide Technology Procurement/Rancho Cordova  | Information Technology Manager II  |
| 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 general direction of the Information Technology (IT) Manager II, the IT Manager I serves as an integral member of the Statewide Technology Procurement’s (STP) management team. The IT Manager I has significant responsibilities for formulating the development of innovative procurement approaches and administering policies related to non-delegated IT and Telecommunications (Telecom) projects for the State of California, in accordance with Public Contract Code Sections 6611, 12100 and 12120 and compliance with the Project Approval Lifecycle (PAL) Framework. **The IT Manager I position is designated under the Conflict of Interest Code. The IT Manager I 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 duties55%% of time performing duties30%10% | As the first level manager providing management and oversight of all day-to-day diverse portfolio assignments and administrative aspects of STP staff, the IT Manager I acts independently and manages the work of a professional staff in accordance with the mission and vision of the California Department of Technology (CDT). Duties include, but are not limited to:* Plan, organize, and direct the day-to-day activities of IT staff within STP, including, but not limited to all activities related to acquisition of IT and Telecom goods and services through all phases of the Project Approval Lifecycle process. Manage post award phases such as maintenance and operations, contract administrative changes, amendments, new system or existing legacy system replacements, and non-competitive bid.
* Maintain relationships with customer portfolios and critical partners/stakeholders, focus on customer delivery, business needs, mission statements.
* Oversee all Human Resource (HR) activities of STP, to include assisting in developing duty statements, conducting recruitments, probation reports, and creating workforce development and retention plans.
* Actively participate and act as a Subject Matter Expert (SME) in the development of statewide policies and procedures for the acquisition of IT and Telecom goods and services.
* Oversee staff responses to Public Records Act Requests and Protests Coordinator.
* Oversee the development of curricula for training classes, informal training seminars, (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.
* Oversee all staff data input into operational business process and systems for STP, including Fi$Cal reporting/maintenance, CAL eProcure, SharePoint maintenance, Service Now, Solicitation Builder, and Service Requests.
* Establish procurement vehicles (e.g., Master Agreements, Challenge Based Procurements, etc.) and formulate innovative procurement methodologies (e.g., Pre-Qualified Vendor Pool, Proof of Concept, Problem Statements) for the acquisition of IT and Telecom goods and services.
* Mentor and lead IT Supervisor IIs to promote a positive climate for change and continuous improvement of processes, creative decision-making, and problem-solving.
* Provide peer support services and accept cross divisional assignments, including but not limited to assisting other STP staff procurement engagements, providing secondary support to those that experience challenges or when heavy demands or workload increase.

The IT Manager I is responsible for independently conducting all phases of large, complex non-delegated IT and Telecommunication solicitations, and facilitates projects that require heavy customer or vendor engagements, this includes but are not limited to; tactical judgement application and overall administrative and decision making of complex procurement transactions. Further, acts as lead negotiator for PCC 6611 engagements for all non-delegated IT and Telecom projects. This includes responsibility to lead departments, customers, and vendors on negotiation strategies, planning, execution and resulting outcomes. Development of deliverables such as Best and Final Offer, Proof of Concept, Challenge Based Procurement, Problem Statement, and associated documentation.* Comprehensive authority for developing, recommending, negotiating, and directing IT and Telecommunications procurement strategic directives, key actions, application of procurement procedures, and actions that lead and enable successful outcomes on complex, multi-disciplinary project teams.
* Responsible for the facilitation, reconciliation and resolution of the State’s and/or 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.
* Identify and interpret negotiations risks and key issues and provide solutions to complex procurements. Responsible to ensure the State agency/department’s needs are met by overseeing negotiation efforts to secure suppliers/vendors’ competition and compliance to solicitation requirements.
* Negotiate major changes to contracts and/or procurement vehicles on behalf of the State.

The IT Manager I serves as an Advisor to CDT executives and top management of State agencies/departments, including Chief Information Officers, Agency Secretaries, Directors, Deputy Directors, Program Directors, and other executive levels, to provide guidance and direction regarding the IT and Telecom acquisition process, in accordance with State and Federal statute relating to procurement and contracts. Duties include, but are not limited to:* Effectively articulate relevant laws, rules, regulations, and policies to assist Executives in making operational decisions.
* Provide advice and guidance on new legislative changes, regulatory changes, and policies and/or procedures that impact the acquisition of IT and Telecom goods and services.
* Consult with executives, CIOs on IT and Telecom procurement issues and policies.
* Collaborate with executives to determine business needs and provide guidance in developing an overall procurement roadmap for the acquisition of IT and Telecom goods and services.
* Report on the financial health and needs of STP, including assist in developing Budget Change Proposals (BCP) and creating other CDT budget reports.
* Participation in analyzing data and articulate reporting metrics for the Legislative Analyst Office, Legislative Bill Analysis, Strategic Initiatives, and Annual Reports.
* Mentor, research, analyze and maintain knowledge of trending technologies such as but not limited to Artificial Intelligence (AI), Machine Learning, Robotic Process Automation or RPA, Edge Computing, Virtual Reality and Augmented Reality, Cybersecurity, Blockchain, Internet of Things (IoT)

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|  | Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.) |
| % of time performing duties5% | * Participate in developing, engaging in and/or conducting training classes (e.g., CAL-PCA, Solicitation Builder, eLearning, leadership requirements etc.) 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.,
* Perform other related duties as required.
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|  | 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 to support unexpected assistance or leadership related to Division procurement related efforts. May be required to telework or work offsite.
* Must carry a mobile computing device (e.g., cell phone, laptop) and be available during non-business hours for unexpected assistance associated with STP procurement related efforts.
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|  | Allocation Factors (Complete each of the following factors.)  |
|  | **Supervision Received:**The IT Manager I works with minimal supervision and receives general direction from the IT Manager II. **Actions and Consequences:**The acquisitions for non-delegated IT and Telecom projects are highly visible, confidential and are often subject to public scrutiny. The incumbent is expected to independently interact with top management, including Agency Secretaries, Directors, Deputy Directors, Program Directors, and other executive levels, to effectively review and approve 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 executives. Other contacts include executives from the Legislature, Department of Finance, California Department of Human Resources, State Personnel Board, Department of General Services, other State agencies/departments, and suppliers/vendors. **Administrative and Supervisory Responsibilities: (Indicate “None” if this is a non-supervisory position.)**The incumbent must be conversant with Departmental and State personnel policies and procedures and ensure that these are adhered to when dealing with all levels of staff. The incumbent must possess a detailed knowledge of the State’s procurement process and thorough understanding of its detailed aspects. The incumbent must be thoroughly familiar with IT and Telecom projects and the principles of public administration and business and contract law, as well as legal issues specific to government and IT and Telecom procurement and contracting. **Supervision Exercised:**The IT Manager I directly oversees the work of IT Supervisor IIs and IT Specialists. |
|  | Other Information |
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|  | **Desirable Qualifications: (List in order of importance.)** |
|  | The successful candidate should possess:* Thorough understanding of principles, practices, and trends related to non-delegated IT and Telecom acquisitions.
* Thorough understanding of and experience with various IT and Telecom project procurement methodologies and fundamentals.
* Thorough knowledge of business/systems analysis and requirements development best practices and methodologies.
* Thorough knowledge of project, contract, and vendor management methodologies and best practices.
* Extensive experience with State-level policies and procedures relating to the acquisition of statewide IT and Telecom goods and services.
* Extensive experience with the State’s administrative processes, including BCP development, HR functions, Legislative Bill Analysis, and program management.
* Experience in current computer industry technology and best practices.
* Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
* Knowledge of the structure, organization, and function of a variety of technology disciplines, as well as State and Federal initiatives and programs.
* Demonstrated ability to establish and maintain effective, cooperative, and beneficial relationships on behalf of CDT with all levels of government, control agencies, Legislature, key customers, stakeholders, internal staff, and vendors/suppliers.
* Demonstrated ability to effectively plan and project assignments, allocate staff resources, and adapt easily to changing priorities to meet workload demands.
* Demonstrated ability to establish and maintain priorities and complete multiple tasks to meet firm deadlines.
* Demonstrated ability to exercise a high degree of initiative, independence of action, and originality, and must demonstrate tact and good independent judgement.
* Proven track record of gaining the confidence and trust of individuals in key positions.
* Must have strong written, verbal communication, and negotiating skills.
* 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.
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| **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 |
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| **Supervisor Statement: I have discussed the duties of this position with the incumbent.**  |
| Supervisor Name (Print) | Supervisor Signature | Date |
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