

Current Proposed

Classification Title Information Technology Specialist I	Division/Unit Information Technology
Working Title IT Procurement Specialist	IT Domain (if applicable) Client Services
Position Number 363-175-1402-019	Effective Date
Name	Date Prepared 6/28/2022

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under direction of the Information Technology Manager I, the Information Technology Specialist I is responsible for the procurement of Information Technology (IT) goods and services for the California Department of Human Resources (CalHR) and the State Personnel Board (SPB). The IT Procurement Specialist is responsible for IT contract renewals, as well as preparing procurement and cost reports associated with IT. The IT Procurement Specialist is also responsible for technical support for the Department’s information technology systems, resolving hardware, software, network, and systems issues.

Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

45%	(E)	IT Purchasing and Contracts <ul style="list-style-type: none"> Independently creates solicitations, requisitions and purchase orders for IT Goods and Services. Review required documents, preliminary solicitations, purchase requisitions, required forms and correspondences for correctness, errors, and form consistency. Serves as a subject matter expert in purchasing and IT contract renewals, resolving any related questions or issues through research in the DGS Purchasing Authority Manual and the State Administrative Manual (SAM), government code, or other rule, regulation that is pertinent.
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		<ul style="list-style-type: none"> • Responsible for using leveraged purchasing contracts and ensuring compliance with DGS requirements for all purchases. • Analyzes requisition requests for compliance with current provisions of the State Administrative Manual, Government Code, Public Contract Code, Department of Technology – Technology Letters, Board of Equalization Tax Law Guide, Management Memos as well as Department of General Services (DGS) and the CalHR’s procurement policies and procedures. • Ensures efficient and effective IT procurements, maintaining current and ongoing familiarity with all formal and informal acquisition methods for IT goods, including but not limited to open market solicitations, Statewide Mandatory Contracts, California Multiple Award Schedule (CMAS), Master Service Agreements (MSA), Western State Contract Alliance (WSCA) and other methods. • Compiles and delivers the annual IT Cost Report to Department of Technology • Maintains procurement records (Storing of all files such as REQ, PO’s, invoices, Receipts) within the Fi\$CAL system.
35%	(E)	<p>Operational Support</p> <ul style="list-style-type: none"> • Acts as a lead to assist in performing a variety of technical skills to assist assigned users with requests. • Log all requests for assistance into the Service Desk ticketing system, and update the system as ticket status changes • Identify and analyze complex personal computer related problems, recommend, and implement solutions. • Participate in technical research and evaluation of new or upgraded software products, propose technical solutions that take the customer’s business needs into account. • Monitor, track, and maintain all department software and operating system licensing levels and ensure license compliance. • Draft and update procedures; assist users with related environment training as needed.
15%	(E)	<p>Maintain and Develop Technical Expertise</p> <ul style="list-style-type: none"> • Keep abreast of evolving technology and trends in the IT industry. • Maintain expertise in the Fi\$CAL state procurement system.
5%	(M)	<ul style="list-style-type: none"> • Perform other IT duties as required consistent with division needs.

Supervision Received

The Information Technology Specialist I reports directly to and receives the majority of assignments from the Information Technology Manager I, however, direction and assignments may also come from the Information Technology Supervisor I.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. The duties of this position require that the employee travel between CalHR and SPB as needed to support users and systems.

Knowledge of statewide procurement and contracting rules and practices. Ability to think clearly and respond to issues under difficult conditions. Ability to meet multiple and sometimes conflicting deadlines. Ability to communicate effectively and be diplomatic, organized, professional and discreet with stakeholders, Executive team, the Management team, and other State and departmental employees. Knowledge of current information technology systems environment, equipment, software and accepted industry practices. Ability to perform technical system analysis, write technical reports and work with Information Technology Division staff to implement management-approved IT system recommendations.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date