

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist I	<i>Information Technology Procurement Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER:
N/A	343-1402-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Financial Management Section / Information Technology Procurement Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance Division	Information Technology Supervisor II
BRANCH:	REVISION DATE:
Information Technology Branch	9/7/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
The Information Technology Specialist (ITS) I position resides in the Business Technology Management domain comprising of: information technology policy development, information technology procurement, business analysis and strategic planning.	
Under the direction of the Information Technology (IT) Supervisor II, the ITS I performs the more complex and sensitive tasks, that will require regular innovative problem solving within broadly stated and non-defined guidelines. Responsibilities will include leading the efforts to develop, plan, organize, coordinate, and maintain the following tasks including, but not limited to: developing procurement documents, including	

solicitations, work authorizations, and amendments. The ITS I analyzes and evaluates the more complex IT solicitations and vendor responses, and acts as a Department liaison to internal and external entities.

The ITS I contributes toward the growth of the IT Branch into a customer-focused service organization by following IT Branch cultural principles and by providing constructive feedback to others within the IT Branch regarding the application of those principles.

Works collaboratively with the Technology Governance Division management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

The ITS I is required to have a very broad knowledge of the principles for the initiation, review, and approval for IT procurements and service contracts.

Percentage of Duties	Essential Functions
45%	Serves as a lead in the development the more complex IT procurement solicitations including, Requests for Proposals, Invitations for Bids, Requests for Offers, Requests for Information and Requests for Quotes. Works with stakeholders to identify requirements for the development of Statements of Work for these soliciaitons. Acts as a lead evaluation and selection subject matter expert for a wide variety of solicitations, and especially those that are more complex in nature.
40%	Develops procurements and service contracts for items including, but not limited to, product maintenance, technical support, hardware, software, and consulting/professional services. Administers the procurement process in accordance to State and Employment Development Department guidelines, applicable laws, rules and regulations (State Contracting Manual, Public Contract Code, State Administrative Manual, Statewide Information Management Manual, Government Code, and Unemployment Insurance Code) for efficient acquisition execution and management.
10%	Provides guidance in resolving the more complex business and/or IT-related requests and issues. Acts as a liaison to internal and external entities which may include, but are not limited to, the Labor and Workforce Development Agency, California Department of Technology, Department of Finance, Department of General Services and California State Auditor. Plans, attends, and participates in meetings with internal and external entities and acts as a procurement subject matter expert. Provides input and knowledgeable of both business and technical analysis. Provides project supportservices including, but not limited to, procurement initiation, cost estimation, and training. Strives to meet customers' expectations and business needs.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Civil Service Classification
Information Technology Specialist I

Position Number
343-1402-976

Other:		
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Other: Offsite Remote Teleworking		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
May serve as a lead or mentor, but does not supervise.		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	10/24/2022
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Associate	<i>Information Technology Procurement Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
N/A	343-1401-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Financial Management Section / Information Technology Procurement Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance Division	Information Technology Supervisor II
BRANCH:	REVISION DATE:
Information Technology Branch	9/8/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply:	
<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Call Center/Counter Environment
<input type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Requires Fingerprinting & Background Check
<input type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)
<input type="checkbox"/> Travel May be Required	<input type="checkbox"/> Other (<i>specify below in Description</i>)
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)	
<input checked="" type="checkbox"/> Business Technology Management	<input type="checkbox"/> IT Project Management
<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> Client Services
<input type="checkbox"/> Software Engineering	<input type="checkbox"/> System Engineering
The Information Technology Associate (ITA) position resides in the Business Technology Management domain comprising of: information technology policy development, information technology procurement, business analysis and strategic planning.	
Under the general supervision of the Information Technology (IT) Supervisor II, the ITA performs a variety of complex and sensitive tasks that will require occasional innovative problem solving within the established guidelines. Responsibilities will include assisting the specialist staff and management in leading efforts to develop, plan, organize, coordinate, and maintain the following, including but not limited to: developing procurement documents that include solicitations, work authorizations, amendments, etc. The ITA analyzes	

Civil Service Classification
Information Technology Associate

Position Number
343-1401-976

and evaluates the less complex IT solicitations and vendor responses and acts as a Department liaison to internal and external entities.

The ITA contributes toward the growth of the IT Branch into a customer-focused service organization by following IT Branch cultural principles and by providing constructive feedback to others within the IT Branch regarding the application of those principles.

Works collaboratively with the TGD management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

The ITA is required to have a very broad knowledge of the principles for the initiation, review, and approval for IT procurements and service contracts.

Percentage of Duties	Essential Functions
45%	Develops the less complex Requests for Offers, Requests for Information and Requests for Quotes solicitations and Statement of Works. Acts as an evaluation and selection team procurement subject matter expert for a variety of recurring solicitations.
25%	Collaborates with senior staff to administer the procurement process in accordance to State and EDD guidelines, and applicable laws. Develops procurements and service contracts for items including, but not limited to, product maintenance, technical support, hardware, software, and consulting/professional services.
15%	Ensures the procurement follows State and EDD guidelines, applicable laws, rules and regulations (State Contracting Manual, Public Contract Code, State Administrative Manual, Statewide Information Management Manual, Government Code, and Unemployment Insurance Code) for acquisition execution and management.
10%	Provides guidance in resolving business and/or IT-related problems, referring the more complex items to the IT Specialist I as necessary. Acts as a liaison to internal and external entities which may include, but are not limited to, the Labor and Workforce Development Agency, California Department of Technology, Department of Finance, Department of General Services and California State Auditor. Plans, attends, and participates in meetings with internal and external entities and acts as a subject matter expert. Provides knowledgeable business and technical analysis. Provides, project support and consulting services including, but not limited to, procurement initiation, cost estimation, and training. Meets customers' expectations and business needs.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

Civil Service Classification
Information Technology Associate

Position Number
343-1401-976

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5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	10/24/2022
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- File original in the supervisor's drop file