

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Chief of Budget Planning & Procurement	
		Division and/or Subdivision Information Technology Services	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Information Technology Manager I	
		Position Number 541-021-1405-003	
		Effective Date November 2023	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p> Under general direction of the Chief of Procurement & Customer Service, the Chief of Budget Planning & Procurement, Information Technology Manager I (ITM I) has responsibility for the oversight of the most complex acquisitions related to IT and Telecommunications (Telecom) projects in accordance with Public Contract Code Sections and compliance to the State Administration Manual (SAM), State Information Management Manual (SIMM). Support the Project Management Office and Procurement Leads on meeting compliance administrative requirements, (e.g. IT procurement, regulation guidelines, budget, facility management, etc.) and overseeing that operations conform to the State Administration Manual (SAM), State Information Management Manual (SIMM), Department of Technology mandates, Department of General Services mandates and California Department of Forestry and Fire Protection (CAL FIRE) Information Technology (IT) standards. Duties include, but are not limited to:</p> <p> <u>Operations and Budget Planning</u> *Works with IT Supervisor II on ITS Operating Expenses and Personnel Budget to ensure proper planning and resources allocation against goals and priorities. *Oversees and partners with Supervisor II on purchasing policy, documentation, IT Procurement Plans, Statements of Work, and contracts to support acquisition of IT and Telecom goods and services. *Continually evaluate current hardware and software asset management practices; looking to reduce overall IT spend across the organization. *Works with programs and IT staff on budget change proposals and recommends subsequent budget changes as needed. *Provides oversight and management to Supervisor II for Telecom procurements including product review, Public Safety Communications Division of the Office of the Chief Information Officer for telecom purchase approvals, standards list for IT Telecom goods and services and Telecom consumables purchases.</p> <p> *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. </p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory			
_____ Initials and date			

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

30% Administrative
 *Uses fundamental project management methodology, standards, and tools to drive and facilitate the successful delivery of projects. *Coordinates with Project Management Office (PMO) and facilitate communications and interactions with the Department of Technology (CDT) for the Project Approval Lifecycle and other CDT related processes. *Oversees Supervisor II and ITS Admin and Planning HR liaisons on the processing of all ITS personnel transactions. *Oversees ITS expenditures. *Assigns and participates as needed to the Building Committee as the ITS representative. *Works closely with Supervisor II on daily operations (e.g. Personnel, Contracts, and Budget) to prevent interruption in the delivery of IT services. *Oversees the recruitment process for ITS to ensure appropriate staffing levels, approval authority, and budget allotment as necessary. *Ensures CAL FIRE meets Department of Finance (DOF), DGS, and CDT regulations and policies regarding SAM and other related IT governance structures. *Develops, reviews, and revises ITS internal office and purchasing delegation policies and procedures.

30% Vendor Management
 *Provides oversight during the vendor evaluation and selection phase. *Provides ongoing feedback to the vendor about performance and end-user satisfaction. *Supports the onboarding and exiting of vendors. *Monitors vendor, service provider, outsourcer, and/or contractor performance to ensure quality of service. *Effectively communicates procurement strategies to team members and stakeholders in a timely and clear fashion. *Provides program level oversight for applications of multiple concurrent projects/larger projects including the project management process of initiation, planning, executing, controlling, and closing. *Provides oversight activities including program/project initiation, implementation, operational turnover, and project closing. *Periodically reviews IT Strategic Plan, Project Approval Lifecycle, Post Implementation Reports, Request for Proposals, etc. required by various control agencies.

5% Other job-related duties as assigned.

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Job qualifications and/or conditions of employment: Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Some travel (5%) may be required.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Personnel use only Posted to Directory _____
 Initials and Date