DUTY STATEMENT

Employee Name: Vacant	Current Date: 02/23/2024
Classification: IT Specialist I	Position #: 673-860-1402-035
Division/Office: OIS	CBID: R01
Section: IT Procurement, Contracting, & Reporting	
Supervisor Name: Jesse Robey	Supervisor Classification: IT Sup II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☒ Designated under Conflict-of-Interest Code.
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast-moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: None.

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Portfolio & Project Management Office Branch (PPMO) is responsible for leading the most complex CARB IT projects and contracts. CARB's IT PPMO branch manages an average of more than $100 million in IT projects each year and promotes the use of standardized project management methodologies and best practices throughout the organization. The PPMO branch is also responsible for best practices in organizational change management and lean processes. The PPMO plans, controls, and executes CARB's application development and system integration projects, ensuring that CARB complies with California Department of Technology (CDT) policies and requirements.

The IT Procurement Contracts & Reporting Section (ITPCRS) is responsible for the implementation, enhancement, and maintenance of the CARB's office automation computer systems and supporting infrastructure. CARB's desktop, telecom and enterprise systems support more than 1,800 end users in Sacramento, Riverside and other remote sites. ITPCRS provides desktop computer and printer support, email/calendaring support, IT Acquisitions, training, Service Desk, and resource center support to all CARB end users. ITPCRS also supports all CARB voice, video, and data communications services. In addition to these roles, ITPCRS works closely with OIS' Systems Development and Support Branch and Security Operation Center to deliver mission-critical business applications and support services successfully and securely to CARB programs and external stakeholders.

CONCEPT OF POSITION:

Under direction of the IT Supervisor II (IT Sup II) of the ITPCRS within the PPMO, the IT Specialist I (ITS I) manages highly complex IT-related contracts, including services agreements, software licenses and hardware maintenance contracts. This position works on the most highly complex, high-risk, politically sensitive, and high-cost IT procurements. The ITS I researches, analyzes, determines and/or recommends solicitation vehicles/methods to utilize for formal or informal IT Goods and/or Services procurements such as, Request for Proposal, Request for Offers, Request for Quotations, etc. The ITS I conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customer's expectations. The ITS I is responsible for individual decisions and actions while working on systems using best practices and innovative technologies. When handling confidential personnel and/or business data, the ITS I must maintain confidentiality.

INFORMATION TECHNOLOGY DOMAINS:
☒Business Technology Management
☐ Information Security Engineering
☒ IT Project Management
☐ Software Engineering
☐ Client Services
☐ System Engineering

% OF TIME	RESPONSIBILITIES OF POSITION
35% E	Business Technology Management: Conducts complex IT Service contracts, including services agreements, software/hardware maintenance contracts. Researches, analyzes, determines and/or recommends solicitation vehicles/methods to utilize for formal or informal IT Goods and/or Services contracts such as, but not limited to, Request for Proposals (RFP), Request for Offers (RFO), Request for Quotations (RFQ), and Request for Information (RFI). Collaborates with Program and OIS technical staff to develop requirements, solicitation documents (such as RFP, RFO, RFQ, RFI, etc.) scopes of work, timelines, validates funding strategies, staffing qualifications and requirements, task and deliverable definitions, and evaluation criteria. Participates with the evaluation review process and conducts the complex evaluation reviews. Maintains confidentiality of all IT solicitation documents and complies with all CARB and the Department of General Services (DGS) contract processes and procedures, while working closely with the Administrative Services Division (ASD) Procurement and Contract Team members and managers to complete all IT solicitations through execution. Develops contract language, negotiates contract terms, resolves contract

	performance issues, serves as the CARB project manager for the contract, reviews work progress, makes recommendations to approve invoices, monitors, and tracks contract balances, and completes appropriate administrative documents to request new and/or to amend existing contracts. Ensures all documentation withstands any type of audit by internal management or external control agencies.
30% E	IT Project Management: Manages highly complex IT-related acquisitions, including services agreements, software licenses and hardware maintenance contracts. Develops contract language, negotiates contract terms, assists as a SME in resolving contract performance issues and files appropriate administrative documents submitted to amend contracts. Ensures all documentation withstands any type of audit by internal management or external control agencies.
30% E	Business Technology Management: In conducting solicitations and contracting requests for IT Goods and/or Services to provide CARB with IT services and support, coordinates and collaborates with business units, technical experts, OIS, and ASD to develop scopes of work, timelines, funding strategies, staffing requirements, deliverable definitions, and evaluation criteria. Facilitates working sessions with subject matter experts, interviews with bidders and consultants, and response evaluation sessions with selection teams. Maintains confidentiality of all solicitation documents and complies with all CARB, DGS, CDT procurement and contracting processes, procedures, State laws, rules and regulations (such as PCC, GC, CCR, M&VC, etc.), and any guideline/policy materials released by oversight agencies (such as BBs, TLs, SIMM, SAM, SCM, etc.).
5% M	Business Technology Management: Organizes and implements special projects and assignments. Special assignments include, but are not limited to, developing, and updating documentation, implementation of new and updated technical processes and procedures, and participates in IT workgroups and meetings. Trains other IT staff members using formal and informal methods such as "train the trainer" or "on-the-job training". May perform other duties within the scope of the classification as required.