

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**ENTERPRISE SERVICES BUREAU**  
**PROJECT MANAGEMENT & PROCUREMENT BRANCH**  
**IT CONTRACTS & PROCUREMENT SECTION**  
**IT CONTRACTS & PROCUREMENT UNIT**

**JOB TITLE:** Information Technology Specialist I (ITS I)

**POSITION NUMBER:** 420-878-1402-901-XXXX

**INCUMBENT:** Vacant

**PRIMARY DOMAIN(S):** Business Technology Management - The management of information technology resources according to an organization's priorities and needs.

**SECONDARY DOMAIN(S):** Information Technology Project Management - The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery.

**STATEMENT OF DUTIES:** Under the general direction of the Information Technology Supervisor II (IT Sup II) the incumbent will serve in the capacity of an Information Technology (IT) Procurement Specialist to the Department of Justice's (DOJ) California Justice Information Services (CJIS) Division Executive Management, executive staff, and CJIS customers to solve a wide range of business and technical issues. The incumbent will perform complex tasks related to Information Technology (IT) procurements and projects at the lead level. Incumbent will perform cost and price analysis on IT hardware and/or services in support of feasibility studies for the DOJ delegated and non-delegated IT projects. The incumbent will represent the Department in setting IT procurement policies with the State's control agencies and DOJ clients. The incumbent requires innovative problem solving and exercises a high degree of initiative and independence during the performance of assignments. The incumbent will act as a Subject Matter Expert on the most complex analytical and consultative projects relating to information technology procurement, project and service contracts, legislation, and special projects. This position requires a deep knowledge of the Department's Programs, IT infrastructure, and systems.

The incumbent's objectives are the successful development and implementation of acquisition and project processes and procedures from initiation, planning, execution, through post-award, deliverables management to contract close-out as well as the leadership and guidance of end users' operations towards achieving all the agreed upon goals within the set scope, time, quality and budget standards.

**SUPERVISION RECEIVED:** Under general direction of the IT Sup II.

**SUPERVISION EXERCISED:** None.

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### ITS I – ESB/PMPB/ITCPS/ITCPU PROJECTS

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

### ESSENTIAL FUNCTIONS:

- 40%** Serves in the capacity of an IT Procurement Specialist to the CJIS Executive Management, executive staff, and CJIS customers to solve a wide range of business and technical issues. Responsibilities include root cause analysis of the problems and issues to develop issue/decision analyses to recommend resolution(s) to mitigate the potential of the experiencing the same problem or issue, formulation of business cases, feasibility studies, and research analysis reports related to technology endeavors. Leads IT Contracts and Procurement Unit (ITCPU) buyers, in troubleshooting complex procurement and project problems and issues and provides IT consultation to DOJ business partners to support business programs. Mentors and reviews ITCPU buyer's procurement documents. Performs the complex analytical studies and research analysis related to the most complex IT systems, encompassing acquisition vehicles, contract development, budget and payment planning, contract negotiations, terms and conditions, IT risk assessment, IT based functional and performance requirements, Statements of Work, project management, contract administration, and the dispute process. Analyzes the most complex IT procurement requests for compliance with the State and Departmental contract administration policy and practices, to include provide expert consultation in the areas of procedures and strategies to the Departmental staff. Includes consulting with customers/clients regarding alternative acquisition methods, cost effective approaches to IT procurement, vendor negotiation strategies, and sole source specification development. Reviews and assists in development of business and technical requirements, vendor evaluations, and Government Code 19130 (b) justification. Works independently and advises customers on the procurement of the most complex IT acquisitions. Consults on the procurement strategy and plan, the evaluation methodology, and ensures the project procurement team members understand their role and confidentiality responsibilities and serves as the primary DOJ representative to the bidders/offers. Provides guidance on IT contract processes from initial request to contract/purchase order issuance. Helps ensure requests flow unhindered through the process by recommending procurement policy, procedures and best practices, where applicable, to resolve roadblocks, issues and conflicts.
- 30%** Acts as the primary expert on the most complex IT contract language negotiations of sophisticated hardware and software that involves consultant and maintenance contracts and renewals. Includes developing and managing the most complex IT contracts, cloud (SaaS, IaaS, PaaS) purchases, contract amendments, Interagency Agreements, financed lease and purchase agreements, service and maintenance contracts, including those

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prepared under Leveraged Agreements, such as Master Service Agreements, California Multiple Award Schedule, Western State Contract Alliance, Software Licensing Program and Statewide Contracts. Consults with Department IT staff; develops Invitation for Bids, Request for Proposals, Request for Offers and Request for Quotations; interprets contract language, chairs bid openings; serves as the procurement official for formal IT contracts; and reviews submitted bids for compliance with State and Departmental contract administration policy and practices. Produces IT purchasing technical documentation including manuals, guidebooks, and checklists. Supports DOJ Project Managers in the development and implementation of the Procurement Management Plan and Contract Management Plan.

- 20%** Formulates, analyzes, and recommends IT procurement policies with the State's control agencies and DOJ clients. Independently identifies the IT needs of the Department and develops new policies and protocol as appropriate. Reviews and analyzes IT legislation. Responds to DOJ client's technical complex questions, including resolution of technical policy and procedural issues. Develops, implements, and maintains IT Acquisition training to office staff, stakeholders, and requesters. Initiates independent technical research and analytical studies, network surveys, and special administrative project reports on a Division-wide or Department-wide basis. Conducts associated research to complete tasks and documents technical solutions to implement system enhancements and revisions. Advises management on a variety of administrative, procurement, budget, and program-related issues and policies; provides recommendations pertaining to enhancements to IT services provided by CJIS Division. Tracks, monitors, and audits IT purchases. Develops and provides service metrics based on those IT purchases to maintain accountability.
- 10%** Provides analysis, recommendations, and decisions on the completion of Project Approval Lifecycle documents for Stages 1-4 on delegated and non-delegated IT projects. Coordinates and consults with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

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☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date