DUTY STATEMENT

☐ CURRENT   ☒ PROPOSED

RPA Number: 25-280-036	Classification Title: Information Technology Specialist II	Position Number: 880-280-1414-036
Incumbent Name: VACANT	Working Title: Contract and Project Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01

Division/Office: Division of Information Technology	Section/Unit: Special Projects Branch
Supervisor's Name: Kiran Kesireddy	Supervisor's Classification: Information Technology Manager II

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement

Under general direction of the Information Technology Manager II (ITM II) of the Special Projects Branch in the Division of Information Technology (DIT) and consistent with good customer service practice and the goals of the State and Regional Board's Strategic Plan, the incumbent works independently using technical knowledge on a variety of enterprise applications. The Information Technology Specialist II (ITS II) will provide services from Information Technology (IT) domains including Software Engineering, System Engineering, Information Security Engineering, Information Technology Project Management, and Business Technology Management.

Position Description

The ITS II, Contract Manager/ Senior Project Manager, provides expert-level contract and project management function support of the agency's diverse enterprise technology needs including new technology initiatives related to special IT projects. Acts in a lead capacity and will manage multiple projects and support critical/complex projects. Will work cooperatively with stakeholders to lead portfolio and project management planning, support business analysis activities, and coordinate project activities that require development of enterprise technology solutions. The ITS II coordinates and controls all aspects of IT and non-IT statewide acquisitions through procurement planning, solicitation development, negotiation, award, and contract administration phases of both competitive and non-competitive processes, and may act in a lead role over lower-level staff to ensure compliance

with applicable laws, new legislation, statutes, regulations and policies, utilizing Cal eProcure, F1$Cal, SharePoint, ServiceNow, and MS Office.

Essential Functions (Including percentage of time):	
30%	Administers and manages IT and non-IT contracts and procurements. Ensures contract compliance with all statutory and regulatory requirements and departmental policies and procedures. Works with business and technical teams, internal and external to the State Water Resources Control Board (SWRCB), to coordinate, execute and manage activities in accordance with the California Department of Technology's (CDT) Project Approval Lifecycle (PAL) for IT projects of varying complexity. Leads the development, management, and monitoring of critical documents related to project cost, including Contract Cost Workbooks and Financial Analysis Worksheets (FAW). Understands and remains current with policies and procedures related to contract and procurement development, bidding packages, exhibits, and evaluations. Provides recommendations to program staff, IT staff, and management regarding contract administration. Produces solicitation documents; conducts bidder conferences; evaluates and analyzes bids and proposals for compliance with contractual provisions and other requirements; negotiates and responds to protests; and responds to public records requests to facilitate the bidder evaluation, selection, and contract award process. Facilitates the execution of contracts through the entire contract lifecycle by developing contract strategies, coordinating negotiations, monitoring contract compliance, escalating disputes, and ensuring all contracts align with departmental policies and legal requirements. Works with internal divisions to process contract amendments and related budget changes. Makes recommendations to management to ensure procurement of appropriate goods and services and ensures customer service needs are met. Executes and manages awarded purchase orders and leverage procurement agreements throughout established terms. Conducts and/or leads contract negotiations for multifaceted and sensitive IT goods and services to facilitate the reconciliation and resolution of State or vendor concerns relative to administrative, functional, non-functional, and technical requirements, while ensuring adequate competition in accordance with State and Federal laws relating to procurement and contracting activities. Develops alternative selection evaluation models unique to individual acquisitions.
30%	Serves as a Project Manager on departmental IT projects, performing a full range of project management activities including, but not limited to, procurement, contracts, time and resources, scope, schedule, quality, costs, risks, and communications. Maintains project expenditure logs and provides periodic updates to the departmental Budget Office and external oversight entities regarding planned and actual IT project expenditures to ensure alignment with budget authority. Coordinates the review and approval of project documents with strict version control. Develops and manages project management documentation and reports, including project charters, schedules, project management plans (PMP), work breakdown structures (WBS), and Responsible, Accountable, Consulted, or Informed (RACI) matrices. Ensures execution of and compliance with change control processes following both Waterfall and Agile methodologies as determined

	based on project needs. Manages project document repositories and collaboration tools for project teams and clients. Manages onboarding, offboarding, and staff change processes and procedures for internal and external project staff. Coordinates and assists with the development, management, and monitoring of contract scope, schedule, and budget. Monitors and tracks contract deliverable submissions, approvals, and payments in accordance with project schedules and the work authorization process. Evaluates the effectiveness of projects through the development and monitoring of performance measurements. Monitors compliance with established plans, schedules, and directives. Proactively identifies and escalates project risks and issues using risk registers and issue logs. Proposes risk reduction and avoidance strategies, mitigation steps, and contingency plans to management when necessary. Performs project closeout functions, including the preparation of lessons learned and post implementation reports. Coordinates with Program staff on user acceptance testing and release management. Coordinates with DIT staff on various tasks which may involve different teams.
Marginal Functions (Including percentage of time):	
10%	Receives and participates in the evaluation of incoming requests for new IT solutions as part of the IT governance process. Provides consultation and feedback to program staff throughout the completion of IT solution requests to ensure alignment with strategic goals and objectives. Monitors the status of IT projects and provides periodic updates to management for inclusion in enterprise IT Project Portfolio reports. Works with business and technical teams to ensure that technical solutions are aligned with business needs and compatible with enterprise architecture. Provides reports and makes recommendations to Executive sponsors, management, and project steering committees. Facilitates project meetings with business users, project teams, steering committees, management, and stakeholders. Researches, evaluates, recommends, and assists in the strategic adoption of emerging information technologies, project management methodologies, and business analysis practices that can enhance services that DIT provides to programs and their stakeholders.
10%	Attends meetings with internal staff, CDT, Department of Finance (DOF), and other state control agencies to facilitate the completion of assignments and resolve contract and procurement issues. Leads teams in various formal settings and facilitates the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, evaluations, and protests. Facilitates the execution of the procurement process by meeting and collaborating with subject matter experts on specific requirements and solicitation steps, including, but not limited to the submission of compliant bids, evaluation criteria, award methods, and protest procedures, in order to certify the acquisition methodologies and/or procedures related to IT and non-IT goods and services are followed and to ensure compliance with procurement state laws and regulations.
5%	Leads efforts to provide continuous improvement on the difficult IT and non-IT acquisition processes by completing special projects to develop and/or recommend improved

	acquisition tools and techniques; conducting research on new systems and/or software. In addition, stays current with new technology features in order to provide advice and guidance on new legislative, regulatory, and process and/or procedural changes that impact purchasing and contracting services, and meeting with state departments and contracting officials, buyers, or working level contacts to ensure efficiency to the acquisitions process. Provides peer support services and accepts cross-divisional assignments, including but not limited to assisting other Acquisitions staff procurement engagements, providing secondary support to those who experience challenges or when heavy demands or workload increase. Provides on-the-job training on acquisition analysis, methodologies, and requirements elicitation to assist staff in performing these tasks effectively.
5%	Provides training, mentoring and knowledge transfer to DIT staff on all aspects of contract management, IT and non-IT procurement, project management, and business analysis. Evaluates team members to determine skill level and training requirements.
5%	Attends regularly scheduled DIT staff meetings and training sessions.
5%	Performs other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 8th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary to meet critical project deadlines.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date