

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>IT Procurement Analyst</b>	
		Division and/or Subdivision <b>Information Technology Services</b>	
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 <b>West Sacramento</b>	
		Class Title of Position <b>Information Technology Associate</b>	
		Position Number <b>541-021-1401-046</b>	
		Effective Date <b>October 2025</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general supervision of the Information Technology (IT) Supervisor II, the IT Associate will function as the analyst for the procurement of hardware, software, and Information Technology Services (ITS) from vendors, contractors, consulting groups, etc. for the Office of the State Fire Marshal (OSFM), Information Technology Services, and as needed statewide under the Business Technology Mangement domain. Duties include, but are not limited to:  <u>PROCUREMENT</u> *Assists the Lead Procurement Specialist in performing the most responsible, complex, and varied procurement assignments by applying principles and practices of the State IT procurement process. *Analyzes all procurement requests and conducts research on product specifications for business unit compatibility by coordinating with IT management and staff on current standards and technology methodologies. *Recommend changes in standards based on product research. *Review, analyze, and confirm appropriate procurement justification documentation was completed by end user and if not, work with user to obtain appropriate justification. *Analyze documents for compliance with Workgroup Computing Policy. *Maintain knowledge base of principles and techniques of the State IT procurement process as required by Department of General Services, Department of Technology, Prison Industry Authority, and other control agencies.		
20%	<u>SECURITY</u> *Functions as the ITS security policy analyst within Administration, Planning, and Procurement for the statewide security requirements. *Provides consultation and technical assistance with relations to Statewide security policies to the California Department of Forestry and Fire Protection (CAL FIRE) Information Security Officer (ISO). *Reviews, analyzes, and recommends policy and procedures based on changes to State requirements and specifications. *Identify and research security trends and changes in the IT environment. *Ensure vendor security training modules as associated with the Natural Resources Agency are maintained and updated. *Prepares and processes inter-agency agreements for security training reimbursements. *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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See page 3.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position IT Procurement Analyst	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<b>PROCUREMENT &amp; CONTRACT ADMINISTRATION</b> *Ensure all procurement documents, statements of work, letters of assignment and invoices are filed in the appropriate vendor file. *Perform annual purging of procurement and IT documentation files in compliance with the State's required record retention schedules. *Maintain and update Desktop and Mobile Computing documentation and the Feasibility Study Report documentation cross reference to procurement documents. *Assist CAL FIRE staff to obtain warranty service or return defective merchandise. *Work with vendors to obtain satisfactory resolution of any problems. Resolve vendor-billing issues and ensure appropriate accounts are changed. *Assists other team members to complete assigned projects and coordinates closely with others to ensure cohesiveness of project deliverables. *Updates and maintains desk manual procedures, best practice documents, templates and forms as required. *Acts as backup for various procurement and administrative duties that include: <ul style="list-style-type: none"> <li>• Agency Telecommunications Representative (ATR); ensuring and providing appropriate cell phone products, services, and 1<sup>st</sup> tier level support.</li> <li>• Standard Procurement List (SPL); research, recommend, and maintain the department standard procurement list used to ensure all IT procurements are compatible with the CAL FIRE infrastructure.</li> <li>• IT Procurement Contracts: research, review, and consult with business users, vendors, contractors, and consulting groups.</li> <li>• IT Purchasing support for various CAL FIRE programs.</li> </ul>		
15%	*Provides onsite technical support to mobilized CAL FIRE employees by assisting with issues, and service requests to include, but not limited to, resolving issues related with basic computer hardware and software installation. *Coordinates issues, service requests, and escalates as needed to incident project lead or incident management team. *Performs minor, computer, network, or server tasks, including but not limited to, adding patch cables, users, replacing switches, or wireless access points. *Attends annual Incident Network (InciNet) training, as needed.		
5%	Perform other job-related duties as assigned.		
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Percentage of Time  
Required

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

Desirable Qualifications

- Knowledge and experience with Smartsheet software

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Job qualifications and/or conditions of employment: **Statewide travel (25%) with possibly overnight stays. Will be required work at remote facilities or incidents to affect repairs onsite, which can involve overnight travel. Hardware repair requires occasional lifting of PC's and printers which should not exceed 40 pounds.**

"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