



State of California • Government Operations Agency

## Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

### Duty Statement

Current       Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Operations/Information Technology
Classification	Information Technology Specialist I
Working title	IT Contract and Procurement Specialist
Position number	418-100-1402-004
Prepared date	11/17/2025
Effective date	
Name	

### General Statement

Under direction of the Chief Information Officer (Information Technology Manager II) within the Operations Division, the Information Technology Specialist I (IT Spec I) will serve as the IT Contract and Procurement Specialist for the California Office of Data and Innovation (ODI). This position will manage all IT contracts and procurements. The IT Spec I will be responsible for managing ODI's full-service IT contracting program inclusive of contract management and contract budgeting within ODI.

Duties shall include but are not limited to:

### Essential Functions

%	Description
50%	<b>IT Contract and Procurement Intake, Solicitation and Execution</b>

%  	Description
	<ul style="list-style-type: none"> <li>• Serves as ODI's subject matter expert (SME) on all contracting and procurement efforts for IT goods and services.</li> <li>• Collaborates with senior staff to develop complex scopes of work, contract budgets, and project plans.</li> <li>• Ensures specifications are clear, concise, and meet ODI's needs.</li> <li>• Ensures justifications for contracting out are compliant with Government Code (GC) 19130.</li> <li>• Provides procedural and analytic research in preparation of contracts.</li> <li>• Consults and advises management on all phases of contracting, ensuring efficient and cost-effective methods are legal, objective, and in compliance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code (PCC), Government Code (GC), California Code of Regulations (CCR), Statewide Information Management Manual (SIMM), ODI Contracts and Procurement Manual, GenAI provisions, State regulations and any other applicable regulations as appropriate.</li> <li>• Establishes and manages the initiation, processing, tracking, execution, and special handling of all IT contract and/or procurement-related documents.</li> <li>• Prepares solicitation documents up to and including Request for Offer (RFO), Request For Quote (RFQ), Invitation For Bid (IFB), and Request For Proposal (RFP).</li> <li>• Utilizes Cal eProcure (CSCR) for advertising IFBs/RFPs where applicable.</li> <li>• Executes complex contract agreement/amendment forms and attachments up to and including STD 65 "Purchase Order", STD 213 and/or Tech 213 "Standard Agreement", STD 213A and/or Tech 213A "Standard Agreement Amendment" and Non-Competitively Bid (NCB) documents.</li> <li>• Maintains contract and procurement documentation in respective contract and/or procurement files in alignment with ODI filing standards.</li> <li>• Distributes executed contract documents to all stakeholders, inclusive of any applicable oversight agencies.</li> <li>• Works with respective oversight agencies for requests exceeding ODI's purchasing delegation.</li> </ul>
35%	<p><b>IT Contract Management</b></p> <ul style="list-style-type: none"> <li>• Provides contract management support as a SME for all ODI IT contracts.</li> <li>• Evaluates and analyzes expenditures including, but not limited to, the review and approval of invoices and budgetary amendments regarding established and developing IT contracts.</li> <li>• Maintains an efficient process for monitoring IT contract expenditures.</li> <li>• In consultation with the respective program area, evaluates and analyzes the effectiveness of the contract by determining if ODI's needs were met within the contract amount and timeline.</li> <li>• Identifies and resolves all complex IT contract discrepancies.</li> <li>• Monitors the Conflict-of-Interest conditions in contracts.</li> <li>• Collaborates with control agencies to resolve sensitive and complex IT contract issues.</li> <li>• Updates ODI's Requi\$ition (R\$) system to ensure all IT contract status updates are documented to keep stakeholders apprised.</li> <li>• Run ad hoc R\$ system reports that show compliance with regulations and generate related reports to management detailing average processing times, cost, SB/DVBE participation, etc.</li> <li>• Determines the appropriate course of action and advises management of how to proceed on such matters.</li> </ul>

%  	Description
	<ul style="list-style-type: none"> <li>• Understands and remains current with all applicable State contract related rules and regulations.</li> <li>• Compiles data, performs analysis, and develops presentations for management for contracts.</li> <li>• Develops, prepares, and analyzes required reporting for both internal and external stakeholders.</li> <li>• Provides management briefings and advises on report data.</li> <li>• Trains program areas on proper contract management practices.</li> <li>• Works closely with ODI's SB/DVBE Advocate to ensure annual participation goals are met.</li> </ul>
10%	<p><b>Financial Information System for California (FI\$Cal)</b> </p> <ul style="list-style-type: none"> <li>• Perform all IT contract and procurement related functions including but not limited to: Contract Header development (Procurement Contract Records), Purchase Order development/dispatch, Receipt creation, CAR reporting.</li> <li>• Act in a liaison capacity with Department of General Services (DGS) Contract Fiscal Services (CFS) to ensure contract invoices are paid timely.</li> <li>• Run Open PO Report queries to ensure PO balances are accurate.</li> <li>• Where applicable, work through ODI's Administration Section for any Cal-Card purchases.</li> </ul>

### Marginal Functions

%  	Description
5%	<ul style="list-style-type: none"> <li>• In consultation with the CIO, assist with the annual IT Cost Report by compiling all applicable data</li> <li>• Provide subject matter expertise in the review and analysis of proposed legislation and other statutory, regulatory, and policy changes to interpret the intent and impact of the contracted work.</li> <li>• Make recommendations on contract-related services necessary for the department.</li> <li>• Participates in training workshops as needed to remain current in the subject matter.</li> <li>• Develop and maintain a desk manual.</li> <li>• Perform other work-related duties as required.</li> </ul>

### Supervision Received

The IT Contract and Procurement Specialist (Information Technology Specialist I) reports to the Information Technology Supervisor I.

### Supervision Exercised

Does not supervise staff but is expected to act as a lead/subject matter expert.

### Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on

departmental or operational needs, the employee may have a teleworking option. Occasional travel will be required to attend meetings in Sacramento, offsite, conferences, and/or training classes.

On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion.

Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** If you believe \*reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.

*\*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date