



State of California

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 (IT)
Classification	Information Technology Supervisor II
Working title	IT Procurement Supervisor
Position number	418-100-1404-XXX
Prepared date	02/13/2026
Effective date	
Name	Vacant

General Statement

Under the general direction of the Chief Information Officer (CIO), the IT Procurement Supervisor (Information Technology Supervisor II) provides leadership and oversight of the Office of Data and Innovation's (ODI) IT procurement, contract administration, and IT fiscal management functions.

This position supervises professional staff performing work within the Business Technology Management domain, including complex IT procurement and contracting, vendor performance monitoring, IT budget coordination, and fiscal reporting activities.

The incumbent ensures that ODI's IT procurements, contracts, and fiscal operations are executed in compliance with State laws, policies, and administrative standards, while supporting ODI's mission to deliver more equitable and effective services to Californians. The IT Procurement Supervisor provides strategic procurement guidance, oversees delegated purchasing authority compliance, manages IT vendor and contract performance, and supports executive leadership in aligning technology investments with organizational priorities and fiscal accountability.

Essential Functions

Percentages	Description
40%	<ul style="list-style-type: none"> ● Manage complex IT procurements and contracts (including SaaS, PaaS, hardware, and IT services), ensuring compliance with the State Contracting Manual (SCM), Public Contract Code (PCC), Government Code (GC), State Administrative Manual (SAM), and Statewide Information Management Manual (SIMM). ● Review and approve IT purchase orders and contracts to ensure accuracy, completeness, and compliance with ODI's Delegated Purchasing Authority. ● Ensure ODI IT contracting and procurement practices comply with applicable State statutes, rules, policies, and guidelines. ● Develop, implement, and maintain written IT procurement processes and procedures to ensure efficiency, transparency, audit readiness, and consistent application. ● Lead and manage the preparation of complex IT solicitation documents, including Requests for Proposal (RFP), Invitations for Bid (IFB), and other competitive bid documents that may be politically sensitive or of significant technological and/or economic impact to ODI. ● Ensure technical and fiscal requirements are accurately translated into comprehensive contracting documents. ● Interpret and apply pertinent State contracting laws, rules, policies, and procedures; consult with oversight agencies and legal counsel, as necessary, on contract provisions with broader implications. ● Provide recommendations to executive leadership on IT procurement and contracting strategies to ensure best value, regulatory compliance, and risk mitigation. ● Oversee IT vendor relationships and contract performance monitoring to ensure deliverables comply with scope, budget, timelines, and contractual terms.
30%	<ul style="list-style-type: none"> ● Serve as ODI's primary IT Fiscal Manager, responsible for the IT Portfolio Budget, SIMM 19 cost reporting, and IT financial oversight. ● Process and approve IT-related invoices and vendor payments, ensuring compliance with SAM and State accounting standards. ● Execute regularly scheduled and ad hoc IT fiscal reporting activities, including IT Cost Transparency reporting, hardware asset depreciation tracking, capital outlay reporting, and related financial drills. ● Provide technical fiscal consultation to the CIO and executive leadership on IT funding strategies, cloud consumption cost planning, technology expenditure forecasting, and budget risk mitigation. ● Lead and coordinate completion of ODI's IT Cost Report and assist with the Consolidated Annual Report (CAR) in collaboration with the SB/DVBE Advocate. ● Analyze IT fiscal performance and prepare reports for executive leadership and oversight agencies.

Percentages	Description
	<ul style="list-style-type: none"> Develop and implement process improvement initiatives to increase IT fiscal transparency and procurement efficiency.
15%	<ul style="list-style-type: none"> Plan, organize, and supervise IT staff performing business technology management and technical procurement functions. Schedule and assign work, establish priorities, and monitor workload to ensure timely and compliant completion of assignments. Develop and maintain current duty statements; complete individual development plans and probationary reports; manage performance management activities in accordance with the State's progressive discipline policy. Conduct regular staff meetings to facilitate communication, mentoring, cross-training, and workforce succession planning. Provide technical guidance and direction to staff; review work products, including fiscal analyses, procurement documents, and contract materials; provide feedback and resolve issues promptly. Conduct performance evaluations for direct reports and ensure alignment with individual and organizational goals. Foster a collaborative, solution-oriented team environment that promotes accountability, professionalism, and continuous improvement.
10%	<ul style="list-style-type: none"> Provide technical fiscal consultation and recommendations to the CIO and executive leadership. Ensure compliance with State IT security (SIMM 5300) and Web Accessibility (AB 434) standards within fiscal and procurement workflows. Support audit readiness activities and maintain documentation to ensure continued compliance with IT Delegated Purchasing Authority. Consistently seek improvements to ODI's IT fiscal management and procurement policies and procedures to enhance operational efficiency.

Marginal Functions

%	Description
5%	Perform other staff assignments as appropriate and required

Supervision Received

General direction from the Chief Information Officer (ITM II).

Supervision Exercised

Direct supervision of two IT Procurement and Contract Specialists (ITS I).

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 may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes.

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