

**DUTY STATEMENT**

TECH 052 (REV. 02/2018)

**PROPOSED**

RPA NUMBER (HR USE ONLY)

**25-119****ALERT: This form is mandatory for all Requests for Personnel Action (RPA).****INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 11/19/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Supervisor II		E. POSITION WORKING TITLE IT Procurement Specialist
F. CURRENT POSITION NUMBER 695-440-1404-004		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Statewide Project Delivery / Statewide Technology Procurement / Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Kathleen Deangelis, Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-F, 8 – 5 P.M./DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management    <input type="checkbox"/> IT Project Management    <input type="checkbox"/> Client Services  <input type="checkbox"/> Information Security Engineering    <input type="checkbox"/> Software Engineering    <input type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>Under general direction of the Information Technology (IT) Manager I, the IT Supervisor II serves as an integral member of the Office of Statewide Technology Procurement's (OSTP) management team and has responsibility for the oversight of complex acquisitions related to non-delegated IT and Telecommunications (Telecom) projects in accordance with Public Contract Code Sections 6611 12100 and 12120 and compliance with the Project Approval Lifecycle (PAL) Framework.</p> <p><b>The IT Supervisor II position is designated under the Conflict of Interest Code. The IT Supervisor II is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within thirty (30) days of appointment. Failure to comply with the Conflict of Interest Code requirements, may void the appointment.</b></p>
% of time performing duties 40%	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>As the lead procurement officer providing oversight of a diverse portfolio on behalf of OSTP and the California Department of Technology (CDT), the IT Supervisor II oversees and manages complex and sensitive acquisitions for non-delegated IT and Telecom projects for the State of California. The IT Supervisor II manages and/or develops solicitation documents and bid specifications for both competitive and non-competitive transactions in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Perform oversight and collaborate with customer State agencies/departments on the acquisition of IT and Telecom goods and services through all phases of the PAL process—including post award phases such as maintenance and operations, contract administrative changes, amendments, new system or existing legacy system replacements, and non-competitive bid.</li> <li>• Manage and direct the development of solicitations based on requirements gathered through meetings with State agency/department representatives and specifications established by State agencies/departments' programs and subject matter experts (SMEs).</li> <li>• Oversee, lead, and/or advise on the evaluation process of complex responses/bids, testing/demonstration of suppliers/vendors' equipment, notification of award, and protest hearings by meeting with top management of various large State agencies/departments including Agency Secretaries, Directors, and Deputy Directors, on-site or off-site at the requesting State agency/department's location.</li> <li>• Review and approve department requests for special requirements by reviewing the administrative, functional, non-functional, and technical requirements for relevance, completeness, and accuracy.</li> <li>• Mentor staff to promote a positive climate for change and continuous improvement of processes, creative decision-making, and problem-solving.</li> </ul>

% of time performing duties

- Ensure timelines are being met and procurements are being completed that meet the needs of State agencies/departments.
- Provides peer support services and accepts cross divisional assignments, including but not limited to assisting other OSTP staff procurement engagements, providing secondary support to those that experience challenges or when heavy demands or workload increase.
- Provide on-the-job training on acquisition analysis, methodologies, and requirements elicitation to assist staff in performing these tasks effectively.

25%

Conduct and/or supervise contract negotiations for complex and sensitive IT and Telecom projects to facilitate the reconciliation and resolution of the State's and/or suppliers/vendors' concerns relative to administrative, functional, non-functional, and technical requirements, while maintaining competition (as applicable) in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:

- Ensure the State agency/department's needs are met by extending efforts to secure suppliers/vendors' competition and compliance to the solicitation; may develop alternative selection evaluation models unique to individual acquisitions.
- Lead teams in various formal settings and facilitates the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, evaluations, and protests; is ultimately responsible for team decisions.
- Negotiate solicitation changes for the State and/or suppliers/vendors' by determining if contract change proposals submitted by competing suppliers/vendors should be made through communication with STP management.

20%

Provide guidance by acting as a SME relative to solicitation administrative requirements, applicable governing codes, CDT policy, and State contracting rules/regulations to unit staff and various executive levels, as well as other State agencies/departments, including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, and other executive levels. Duties include, but are not limited to:

- Advise State agencies/departments in determining the most appropriate IT and Telecom acquisition methodology and/or procedures to follow and provides IT and Telecom acquisition consulting services in accordance with CDT policy and State and Federal laws relating to procurement and contracting activities.
- Advise State agencies/departments on the applicable IT and Telecom procurement processes and applicable government codes and regulations, including steps to achieve a successful award by meeting with top management of various large State agencies/departments including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, and other executive levels, on-site or off-site at the requesting state department's location.
- Advise suppliers/vendors on the purpose for specific requirements and the various solicitation steps including submission of compliant responses/bids, evaluation criteria, award methodology, and protest procedures by meeting with private sector executives, including Chief Executive Officers and Chief Financial Officers, on-site or off-site at the requesting supplier/vendor's location.

10%

Complete administrative assignments as instructed by the IT Manager I to assure continuous improvement of the IT and Telecom acquisition process, in accordance with State and Federal laws relating to procurement and contracts. Duties include, but are not limited to:

- Participate in developing STP's policies and procedures in an effort to continuously improve the IT and Telecom acquisition process.
- Provide expertise and knowledge on the procurement process cycle, department needs, and data capture information routinely requested by CDT leadership and other State agencies/departments.
- Develop and/or recommends improved acquisition tools and techniques to enhance the IT and Telecom acquisition process by conducting research on new systems, hardware, and/or software capabilities and staying current with new technology features, while using internet tools and conducting discussions with suppliers/vendors.
- Consult and collaborate with top management of various large State agencies/departments by meeting with top management including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, and other executive levels, on-site or off-site at other State agencies/departments' locations, to provide advice and guidance on new legislative changes, regulatory changes, and policies and/or procedures that impact the acquisition of IT and Telecom goods and services.

% of time  
performing duties  
5%

- Review, approves, and/or provides valuable feedback for all Stages in the PAL process as a Critical Partner.

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

- Participate in the developing and/or conducting training classes (e.g., CAL-PCA) for the competitive and non-competitive acquisition of IT and Telecom goods and services in accordance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Codes (PCC), State Information Management Manual (SIMM), State Telecommunications Management Manual (STMM), Government Codes and Regulations, PAL Framework, Executive Orders, etc., in order to provide professional development courses and seminars to the State's procurement and contracting community.
- Perform other related duties as required.

**Work Environment Requirements**

- Must be able to travel to customer department sites primarily in Sacramento County; however, occasional travel to other locations within California may be required.
- May be required to work outside of normal business hours to support unexpected assistance or leadership related to Division procurement related efforts.
- May be required to telework or work offsite.
- Must carry a mobile computing device (e.g., cell phone, laptop) and be available during non-business hours for unexpected assistance associated with STP procurement related efforts.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The IT Supervisor II receives general direction from the IT Manager I.

**Actions and Consequences:**

The acquisitions for non-delegated IT and Telecom projects are highly visible, confidential and are often subject to public scrutiny. The incumbent is expected to act independently with top management, including Agency Secretaries, Directors, Deputy Directors, Program Directors, Project Managers, other executive levels, and technical staff, to effectively review and develop IT and Telecom procurement policy, procedures, and solicitations. Failure to accurately develop IT and Telecom solicitations and their respective contracts could result in customer dissatisfaction, illegal procurements, contract disputes, and failed projects. This would severely impact the CDT's ability to procure essential statewide IT goods and services on behalf of State agencies/departments.

**Personal Contacts:**

The incumbent will have regular contact with CDT leadership. Other contacts include all levels of staff from the Legislature, Department of Finance, California Department of Human Resources, State Personnel Board, Department of General Services, other State agencies/departments' executives, and suppliers/vendors.

**Administrative and Supervisory Responsibilities:**(Indicate "None" if this is a non-supervisory position.)

Responsible for leading complex procurements and monitoring STP program goals and activities.

**Supervision Exercised:**

Does not supervise staff. Performs as lead oversight officer for complex and sensitive procurements.

**Other Information**

The incumbent must be conversant with departmental and state personnel policies and procedures and ensure that these are adhered to when dealing with all levels of staff. The incumbent must possess a detailed knowledge of the State's procurement process and a working understanding of the detailed aspects. The incumbent must be thoroughly familiar with IT and Telecom projects and the principles of public administration and business and contract law, as well as legal issues specific to government and IT and Telecom procurement and contracting.

**Desirable Qualifications:** (List in order of importance.)

The successful candidate should possess:

- A strong understanding of IT and Telecom project procurement methodologies and fundamentals.
- A clear sense of project, contract, and vendor management methodologies and best practices.

- Experience with State-level policies and procedures relating to the acquisition of statewide IT and Telecom goods and services.
- Experience in principles, practices, and trends of IT and Telecom acquisitions.
- Experience in current computer industry technology and best practices.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly, the ability to represent the CDT effectively with all levels of government, control agencies, Legislature, key customers, stakeholders, and internal staff.
- Ability to develop and evaluate alternatives, make decisions, and take appropriate action.
- Ability to establish and maintain priorities.
- Ability to exercise a high degree of initiative, independence of action and originality, and must demonstrate tact and good independent judgement.
- Ability to effectively plan, coordinate, manage, and direct the activities of various teams.
- Ability to consult and advise interested parties on a variety of subject-matter areas, effectively translating IT and Telecom technical terms into everyday language.
- Must be proficient in Word, familiar with Excel and Visio software, and have a working knowledge of PeopleSoft ERP and Fi\$Cal/Cal eProcure, Service Now, Adobe products and Sharepoint as they will be used regularly.
- Familiarity with industry standards communication tools and methodologies such as MS Teams, Skype, WebEx, Zoom.

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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