



Classification: Information Technology Specialist I
Position Number: 880-280-1402-048

DUTY STATEMENT

CURRENT PROPOSED

| | | |
|---|---|---|
| RPA Number: 25-280-074 | Classification Title: Information Technology Specialist I | Position Number: 880-280-1402-048 |
| Incumbent Name: Vacant | Working Title: Contract and Procurement Analyst | Effective Date: TBD |
| Tenure: Permanent | Time Base: Full-time | CBID: R01 |
| Division/Office: Division of Information Technology | | Section/Unit: Enterprise Collaboration Contracting and Procurement/Planning and Procurement |
| Supervisor's Name: Vacant | | Supervisor's Classification: Information Technology Manager I |

| | |
|----------------------------------|--------------|
| Human Resources Use Only: | |
| HR Analyst Approval: | Date: |

| |
|--|
| General Statement |
| Under the general direction of the Information Technology Manager II in the Business Management Branch of the Division of Information Technology (DIT), and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. |
| Position Description |



Classification: Information Technology Specialist I
Position Number: 880-280-1402-048

The Information Technology Specialist I (ITS I) Contact and Procurement Analyst will perform varied analytical duties including, but not limited to, analytical support, fiscal management, consultative services, and problem resolution to management and staff regarding contract matters. The ITS I works closely with various business programs including Budgets Office, Contracts Services Section, Procurement, Policy and Support Units, Accounting, and Office of Chief Counsel. The ITS I gathers, analyzes, and maintains contract information, researching and identifying contracts and procurements with information technology components. The ITS I works on the preparation, processing, and monitoring of a variety of contracts and procurements for DIT, working under strict time constraints. The ITS I will communicate effectively (both verbally and in writing); establish good working relationships with coworkers, Division/Region/Office (DRO) staff and management; maintain regular, consistent, predictable attendance; complete assignments in a timely and efficient manner; exercise good judgement; maintain high ethical standards and provide quality and professional customer service. The daily proficient utilization of office equipment and the use of Microsoft Office Suite and the O365 platform is required.

Essential Functions (Including percentage of time):

| | |
|-----|---|
| 35% | <p>Serve as an Information Technology (IT) procurement and contracting specialist providing IT consultation to staff in all aspects of IT contracting and procurement in support of specific programmatic and business needs by applying knowledge of technical and system requirements. Plan, monitor, control and perform tasks associated with acquisitions of all IT products and services, including, but not limited to, working collaboratively with staff subject matter experts (SME) to develop IT services scope of work (SOW) including identifying vendor qualifications, expected deliverables, required funding; and identifying Contract Managers. Perform purchasing and contracting of all information technology equipment, supplies and services in connection with data processing systems, multifunction office automation systems, and teleprocessing networks. Analyze and evaluate IT related procurement requests for goods and services for consistency with the current platform and/or methodologies used by SWRCB's IT and determine appropriate purchase methods, solicit bids/offers when applicable and award purchase orders/contracts in accordance with the IT Delegated Purchasing Authority and State Contracting Manual.</p> |
| 30% | <p>Work closely with control agencies such as the Department of Technology Office of Statewide Procurement and Department of General Services Procurement Division. Collaborate with program staff of various levels on IT procurement/contracting projects; prepare necessary documents such as Request for Information (RFI), Request for Offer (RFO), Request for Quotation (RFQ), Requests for Proposals (RFP), and Invitations for Bid (IFB). Conduct comprehensive research and detailed analysis by reviewing the Department of General Services (DGS) Leveraged Procurement Agreements to ensure the State's mandatory contracts are used when available. Search the DGS California Multiple Award Schedules (CMAS) database to identify vendors to solicit bids. Prepare and monitor all solicitation packages released to vendors for responses. Analyze and review all vendor bid packages for completeness and accuracy, manage the IT procurements and service contracts to ensure the end-product or service is delivered on schedule and within the scope and established budget.</p> |



Classification: Information Technology Specialist I
Position Number: 880-280-1402-048

| | |
|--|--|
| | |
| 30% | Develop technical solicitation documentation including: coordinating and consulting with users, administrators, and technical staff to identify business and technical requirements; developing solicitation schedule for procurement completion, estimating costs for services and time necessary to complete; technical review of standard contract language; development of background, current technical environment, proposed technical environment, development of mandatory qualifications, understanding and approach and evaluation criteria; working with technical SMEs to respond to Bidder questions; identifying evaluation team members; educating evaluation team members of their role and responsibility during the evaluation; informing Contract Manager of status; working collaboratively with Division of Administrative Services Acquisitions Section to ensure and support timely processing of procurements. Maintain purchasing documentation and ensure all FI\$Cal, and State and Regional Boards reporting requirements are met. |
| Marginal Functions (Including percentage of time): | |
| 5% | Perform 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 |



Classification: Information Technology Specialist I
Position Number: 880-280-1402-048

| | | |
|--|--|--|
| | | |
|--|--|--|