

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-154-1401-003
Classification: Information Technology Associate	Tenure/Time Base: Permanent/Full Time
Working Title: Contract Manager	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Portfolio Management Office/ Enterprise Information Technology Acquisition Section (eITAS)

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under general supervision of the Information Technology Supervisor II (IT Sup II), the Information Technology Associate (ITA) works closely with staff to provide information technology (IT) functions or processes for the Enterprise Portfolio Management Office Branch (ePMO). The ITA provides support for all aspects of successful IT contract management. The ITA exercises sound judgment; effectively manages IT contracts per SCM Volume 1 Chapter 9 and ePMO policies and procedures. The ITA supports on all aspects of the California Department of Technology (CDT) California Project Approval Lifecycle (PAL) (Statewide Information Management Manual (SIMM) section 19).

The ITA must exercise sound judgment when providing contract management supporting PM's on IT projects in order to meet the ePMO mission to deliver successful technology solutions that advance the missions of CDPH public health business programs.

The ITA will perform duties within the Business Technology Management domain.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: May travel a minimum of 2 times a month to Richmond CA
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% **IT Contract Management:** Assist with IT contract acquisitions including development and approval of procurement documents through contract execution to closeout. After execution of the contract, serve as a point of contact with the vendor. Assist with vendor management methods to ensure contract management processes are adhered to. Work closely with staff and program to assist in managing IT contracts and invoicing processing. Aid on contract issues, monitor vendor compliance with terms and conditions of the contract. Serve as a point of contact with contractors and manage vendor performance for lower-complexity contracts, applying standard processes and procedures. Ensure consistency and continuity of contract management processes as outlined in the State Contracting Manual and conformity to applicable processes, policies, standards, rules, and regulations. Collaborate with the program contract manager and assist with invoice processing. Assist with resolution of contract issues, monitors vendor compliance with terms and conditions of contract, and participates in negotiations. Assists and maintains the IT project portfolio and contract portfolio.
- 25% **Governance, Analysis, and Process Improvement:** Perform well-defined tasks requiring occasional innovative problem-solving within technology governance and process improvement guidelines. Develop and update ITSD controls to ensure the availability of systems and databases; enhance and maintain information technology software solutions; gather, document, and review system requirements and specifications aligning with technological modernization strategies in support of CDPH programs.

20% Communication and Reporting: Support ePMO by providing both verbal and written communication to promote core competencies within all areas of the workplace. Communicate effectively with employees at every level in the organization to enhance department operations, performance, and productivity. Communicate frequently and effectively with project teams and stakeholders. Performs IT project reporting. Engage frequently with contract and project teams and stakeholders to ensure alignment, address questions, and maintain transparent information flow in support of ePMO goals and departmental priorities.

Perform IT project reporting using established tools and processes, ensuring accurate collection and communication of contract status and performance metrics. Develop quality reports for stakeholders and state oversight agencies including project status reports, special project reports, and ad hoc analysis reports as required. Develop and deliver presentations on contract status and plans.

10% Contract and Project Support: Support contract managers (CMs) and project managers (PMs) on all aspects of contract management for IT projects following Project Management Institute (PMI), California Department of Technology (CDT), and CDPH standards and industry best practices. Provide contract coordination support to the project teams following all aspects of the CDT Project Approval Lifecycle (PAL) (Statewide Information Management Manual (SIMM) section 19) for IT projects. Assist project teams with IT project cost throughout the project including Budget Change Concept (BCC) and Budget Change Proposal (BCP). Assist with development and maintenance of vendor cost and BCP alignment. Perform activities related to all aspects of contract management leveraging standard tools, processes, procedures, and best practices from the CDPH, ePMO, CDT SIMM sections 17 and the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) to support PMs. Provide excellent customer service to PMs, CDPH programs, and stakeholders to effectively and efficiently deliver expected results.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: J.A.
Date: MAY 2026