

DUTY STATEMENT

DS 3022 (11/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
TECHNOLOGY BUSINESS MANAGEMENT OFFICE**

DUTY STATEMENT

JOB TITLE: Information Technology Specialist I

POSITION #: 472-510-1402-004

WORKING TITLE: IT GenAI Analyst

EMPLOYEE:

POSITION DESCRIPTION: Under direction of the Information Technology Division Technology Business Management Office Branch Chief, the Information Technology Specialist I, serves as a subject matter expert in evaluating software requests that contain Generative Artificial Intelligence (GenAI) features. The incumbent is responsible for collecting and analyzing technical specifications, conducting market research, developing GenAI standards and staying current on GenAI trends, risks, and compliance obligations. This position plays a critical role in clearing requirements for Statements of Work (SOW), solicitation documents and procurement activities to ensure that GenAI-enabled solutions align with organizational goals, polices and security standards.

DOMAIN(S):	Client Services:	critical skills
	Business Technology Management:	critical skills
	Software Engineering:	basic skills
	Information Security Engineering:	basic skills
	IT Project Management:	moderate skills
	System Engineering:	basic skills

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under direction, of the Technology Business Management Branch Chief.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Review, evaluate, and analyze software requests containing GenAI features; determine alignment with departmental needs and policy standards; collect and document technical specifications and business requirements. Research and Reference Compilation; Gather and organize vendor documentation, technical specs, and state policy references; Monitor and summarize updates from control agency guidance on AI and emerging technologies. Community Communication and Training; Conduct info sessions or consultations for GenAI proposals, communicate control agency feedback to internal community members; Maintain logs of GenAI-related software requests. Conduct research on GenAI technologies, risks, ethical considerations, and best practices; assist in developing and maintaining departmental GenAI standards, guidelines, and frameworks; monitor trends to ensure compliance with state and departmental policies.

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35% Collaborate with procurement staff to prepare solicitation documents; draft clear and comprehensive technical requirements and Statements of Work; ensure accuracy, compliance, and clarity for vendor engagement. Acting as an IT procurement and contract subject matter expert with all the duties and responsibilities prescribed in the State Contracting Manual, this position is responsible for IT acquisitions/procurement program focusing on requests with GenAI. Works with various IT staff to develop and finalize the Statements of Work (SOW) and finalizes the solicitation documentation for all IT requisition requests containing GenAI features. Research and apply Executive Orders, State Contracting Manuals (SCM), State Administrative Manuals (SAM), and DGS Management Memorandum related to the procurement process and non-competitive bids.

15% Conduct market research on GenAI enabled software solutions; evaluate vendor offerings; prepare comparative analyses and recommendations for management and stakeholders. Partner with program areas, procurement, legal, and security teams to ensure GenAI enabled solutions meet business needs.

10% Develops and presents training materials, presentations, and information regarding GenAI Process to Department staff. Community communication and training; communicate control agency feedback to internal stakeholders; maintain logs of GenAI-related software requests.

Marginal Job Functions:

5% Complete other required duties within the scope of the classification.

WORKING CONDITIONS: Open-spaced partitioned cubicles; Prolonged periods of time on a computer; This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: State Contracts Manual; California Public Contract Code; California Government Code; IT procurement methods; State Administrative Manual; State Information Management Manual; Department of Technology’s Project Approval Lifecycle.

Ability to: Stay current with the latest developments in GenAI; Document technical specifications; Adapt and manage multiple tasks and priorities; Develop effective solutions; Communicate with users, team members and management effectively.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.