

DUTY STATEMENT
TECH 052 (REV. 02/2018)

25-225 PROPOSED

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	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager I		E. POSITION WORKING TITLE Procurement Manager
F. CURRENT POSITION NUMBER 695-440-1405-XXX		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 Tiffany Angulo/CEA
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>Information Technology Domains (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>Organizational Setting and Major Functions</p> <p>Under general direction of the CEA, the IT Manager I (ITM I) serves as a key member of the Office of Statewide Technology Procurement's (OSTP) management team and is responsible for providing leadership, strategic direction, and oversight of the Statewide Contracting Services Unit (SCSU). The ITM I manages and directs staff responsible for complex acquisitions and statewide contracting efforts, ensuring alignment with departmental priorities and statewide initiatives. In addition, this position 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 project oversight.</p> <p>The ITM I position is designated under the Conflict of Interest Code. The ITM I 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.</p>
% of time performing duties 45%	<p>Essential Functions</p> <p>As the manager and working manager responsible for direction and oversight of the SCSU, the ITM I directs and oversees highly complex statewide technology procurements and contracting initiatives on behalf of OSTP and the California Department of Technology (CDT). The incumbent provides strategic leadership in the development and administration of statewide contract vehicles that enable departments to access enterprise technology solutions and services that drive government effectiveness and operational efficiencies. The ITM I independently plans, organizes, and directs the work of professional staff on behalf of OSTP. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Direct and oversee the development of statewide solicitation documents, bid specifications, and procurement strategies for emerging and enterprise technology solutions. • Lead the establishment and governance of enterprise contracting vehicles, vendor pools, and managed marketplaces that provide departments with access to pre-qualified vendors and standardized technology offerings. • Provide strategic direction and consultation to state agencies/departments to identify enterprise technology needs and determine procurement approaches that align with statewide policy and program objectives. • Oversee all phases of statewide procurements, including planning, solicitation development, evaluation, award, and post-award contract administration, ensuring consistency and compliance across efforts.

- Review and approve procurement requirements to ensure administrative, functional, non-functional, and technical components are complete, aligned, and compliant with statewide procurement laws, policies, and standards.
- Manage, mentor, and develop supervisory and professional staff in the application of procurement best practices, acquisition methodologies, and contract lifecycle management to promote continuous improvement.
- Ensure procurements are executed within established timelines while meeting the needs of state agencies/departments and advancing statewide procurement priorities.
- Provide leadership support across OSTP procurement functions and direct resources to assist with complex or high-priority procurements as workload demands or specialized expertise requires.

40%

The ITM I independently plans, organizes, and directs the work of professional staff in alignment with the mission and vision of the CDT. The incumbent provides strategic leadership and works independently on projects across the full lifecycle of Information Technology (IT) and Telecommunications (Telecom) procurements, including policy development, complex acquisition oversight, and post-award administration, while ensuring compliance with compliance with project oversight and applicable laws, policies, and standards. The IT Manager I fosters strong partnerships with customer departments and executive leadership, drives innovative procurement approaches and enterprise solutions, and serves as a trusted advisor to support statewide initiatives, operational efficiency, and effective service delivery. Duties include, but are not limited to:

- Plan, organize, and direct staff and day-to-day operations, overseeing all phases of IT and Telecom procurements, including post-award administration, while ensuring quality, timeliness, and compliance.
- Provide leadership in workforce management, including recruitment, performance management, staff development, and fostering a culture of continuous improvement and accountability.
- Lead the development and implementation of statewide procurement strategies, policies, enterprise contracting vehicles, and innovative acquisition methodologies.
- Oversee complex and sensitive non-delegated procurements, serving as lead negotiator, directing negotiation strategies, mitigating risks, and resolving administrative, technical, and contractual issues.
- Establish and maintain strong relationships with departments, control agencies, vendors, and stakeholders to align procurement solutions with business needs and statewide priorities.
- Direct and ensure compliance in key administrative functions, including Public Records Act responses, protests, reporting, and use of procurement and financial systems (e.g., Fi\$Cal, Cal eProcure, ServiceNow).
- Oversee development and delivery of procurement training, guidance, and statewide outreach to promote consistency and best practices across the contracting community. Provide cross-divisional leadership and support for high-priority or complex procurements, allocating resources as needed to meet workload demands.
- Advise CDT executives and state leadership on procurement laws, policies, legislative impacts, and strategic approaches, including supporting budget development, reporting, and program metrics. Maintain awareness of emerging technologies and industry trends to inform procurement strategies and support statewide innovation.

10%

The ITM I completes administrative assignments as instructed by the CEA and assures 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 OSTP'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.

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

5%

Marginal Functions

- 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, project oversight 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 OSTP procurement-related efforts.

Allocation Factors

Supervision Received:

The IT Manager I receives general direction from the CEA.

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:

Responsible for leading complex procurements and monitoring OSTP 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:

The successful candidate should possess:

- Knowledge of IT and Telecom project procurement methodologies and fundamentals.
- Knowledge of 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.
- Knowledge of 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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