

DUTY STATEMENT
TECH 052 (REV. 02/2018)

25-226 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 Supervisor II		E. POSITION WORKING TITLE Procurement Supervisor
F. CURRENT POSITION NUMBER 695-303-1402-015		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-440-1404-xxx
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Statewide Project Delivery / Statewide Technology Procurement / Statewide Contracting Services / Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION 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>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 Information Technology (IT) Manager I, the Information Technology (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 for the Statewide Contracting Services Unit (SCSU). In addition, this position has responsibility for the oversight of complex and sensitive 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 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.</p>
% of time performing duties 40%	<p>Essential Functions</p> <p>As the lead procurement officer responsible for oversight of the SCSU, the IT Supervisor II manages highly complex statewide technology procurements and contracting initiatives on behalf of OSTP and CDT. The incumbent leads the development and administration of statewide contract vehicles designed to provide departments access to enterprise technology tools and emerging solutions that support government effectiveness and operational efficiencies. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> Oversee and manage the development of statewide solicitation documents, bid specifications, and procurement strategies for emerging technology solutions including artificial intelligence tools, environmental technology platforms, and data analytics systems. Lead the establishment of enterprise contracting vehicles, vendor pools, and managed marketplaces that allow departments to access pre-qualified vendors and standardized technology products for statewide use. Collaborate with state agencies/departments to identify enterprise technology needs and determine appropriate procurement approaches that align with statewide policy objectives. Oversee all phases of statewide procurements, including planning, solicitation development, evaluation, award, and post-award contract administration. Review and approve procurement requirements to ensure administrative, functional, non-functional, and technical requirements are relevant, complete, and aligned with statewide procurement policies.

- Mentor and guide staff in the application of procurement best practices, acquisition methodologies, and contract lifecycle management to promote continuous improvement and operational efficiency.
- Ensure procurements are completed within established timelines while meeting the needs of State agencies/departments and supporting statewide procurement objectives.
- Provide cross-divisional support to OSTP procurement teams and assist with complex procurement engagements when workload demands increase or specialized expertise is required.

40%

As the lead procurement officer responsible for oversight of non-delegated Information Technology (IT) and Telecommunications (Telecom) projects, in accordance with Public Contract Code Sections 6611, 12100, and 12120, and in compliance with project oversight processes, the IT Supervisor II oversees and manages complex and sensitive acquisitions. Leads the development and management of solicitation documents and bid specifications for both competitive and non-competitive transactions, ensuring adherence to State and Federal procurement laws. The IT Supervisor II provides leadership and direction throughout all phases of the procurement lifecycle. Duties include, but are not limited to:

- Provide oversight and collaborate with State agencies/departments on the acquisition of IT and Telecom goods and services through all phases of the project oversight, including procurement planning, solicitation development, evaluation, award, and post-award administration such as maintenance and operations, amendments, and system replacements.
- Manage and direct the development of solicitations based on requirements gathered from State agencies/departments and subject matter experts (SMEs), ensuring administrative, functional, non-functional, and technical requirements are accurate, complete, and aligned with procurement objectives.
- Lead and/or advise on the evaluation of complex proposals, vendor demonstrations, contract award decisions, and protest proceedings; regularly consult with executive leadership including Agency Secretaries, Directors, and Deputy Directors to support procurement outcomes.
- Conduct and/or supervise contract negotiations to resolve administrative, technical, and contractual issues while maintaining competition and ensuring vendor compliance; may develop alternative evaluation methodologies and negotiate solicitation or contract changes in coordination with OSTP management.
- Lead procurement teams through all phases of the acquisition process, including bidder conferences, evaluations, confidential discussions, and protest activities, and is accountable for team decisions and outcomes.
- Serve as a subject matter expert (SME) on IT and Telecom procurement, providing guidance to OSTP staff, State agencies/departments, and vendors on procurement strategies, applicable laws, regulations, and CDT policies to support successful acquisitions.
- Advise State agencies/departments on appropriate acquisition methodologies and procurement processes and provide consulting services to support compliant and effective procurements.
- Communicate procurement requirements, evaluation criteria, and processes to vendors, including executive-level representatives, to ensure understanding and submission of compliant proposals.
- Ensure procurements are completed within established timelines and meet the business needs of State agencies/departments.
- Mentor and train staff on acquisition methodologies, requirements elicitation, and procurement best practices; promote continuous improvement, problem-solving, and a positive team environment.
- Provide cross-divisional support and assist with complex or high-demand procurement efforts across OSTP, as needed.

15%

Complete administrative assignments as instructed by the IT Manager I and 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 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 recommend 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 STP procurement-related efforts.

Allocation 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:

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 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.
- Experience 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 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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