

DUTY STATEMENT

TECH 052 (REV. 02/2018)

PROPOSED

RPA NUMBER (HR USE ONLY)

25-239

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 08/06/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Associate		E. POSITION WORKING TITLE Procurement Analyst
F. CURRENT POSITION NUMBER 695-241-1401-004		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administration/Acquisitions & IT Program Management/ Acquisitions Services/ IT Hardware Services/ Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Nhu Vo, Information Technology Supervisor II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY/ 8:00AM – 5:00PM/ DAYS		K. POSITION REQUIREMENTS: 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 supervision of the Information Technology Supervisor II (IT Sup II), the Information Technology Associate (IT Assoc) acts as an Acquisitions and Contract Management Associate for the California Department of Technology (CDT) performing a variety of recurring and well-defined assignments associated with the procurement and contract management of Information Technology (IT) goods and services such as software and hardware, consulting, mainframe and cloud-based technology. The IT Assoc will process Non-IT goods and services purchases.</p>
35% of time performing duties	<p>Essential Functions</p> <p><u>IT Contract & Procurement Functions</u></p> <ul style="list-style-type: none"> • Manage and perform contracting and procurement of IT goods and services, such as hardware, software, consulting, mainframe and cloud-based technology duties in a manner that preserves the integrity of State and Department contracting rules, regulations and policies to achieve results that are in the best interests of the Department and ensure adherence to Department of General Services (DGS) Procurement Delegation Authority. • Track and manage executed contracts and purchases to ensure that renewals are executed timely and accurately. • Communicate and document IT procurement and contract change impacts and activities through various methods such as status reports, meetings, addenda and/or amendments. • Effectively communicate all aspects of IT procurements and contracts to project teams and vendors. • Develop IT bid/offer evaluation documents and lead evaluations comparing vendor proposed products/services with solicitation specifications. • Prepare Evaluation and Selection Reports and Notifications of Intent to Award • Apply applicable laws, rules, regulations, internal processes/procedures, Executive Orders, State Contracting Manuals (SCM), State Administrative Manual (SAM), Statewide Information Management Manual (SIMM) and DGS management Memorandum related to the State procurement process. <p><u>Non-IT Contract & Procurement Functions</u></p> <ul style="list-style-type: none"> • Manage and perform contracting and procurement of Non-IT goods/services such as ergonomic equipment, business equipment, physical security services and Facilities maintenance services in a manner that preserves the integrity of State and
35%	

% of time performing duties

Department contracting rules, regulations and policies to achieve results that are in the best interests of the Department and ensure adherence to Department of General Services Procurement Delegation Authority.

- Track and manage executed contracts and purchases to ensure that renewals are executed timely and accurately.
- Communicate and document procurement and contract change impacts and activities through various methods such as status reports, meetings, addenda and/or amendments.
- Effectively communicate all aspects of procurements and contracts to project teams and vendors.
- Develop bid/offer evaluation documents and lead evaluations comparing vendor proposed products/services with solicitation specifications.
- Prepare Evaluation and Selection Reports and Notifications of Intent to Award.
- Apply applicable laws, rules, regulations, internal processes/procedures, Executive Orders, State Contracting Manuals (SCM), State Administrative Manual (SAM), Statewide Information Management Manual (SIMM) and DGS management Memorandum related to the State procurement process.

25%

- Perform research analysis related to IT/Non-IT purchasing projects.
- Provide IT/Non-IT procurement and contract management consultation in support of business programs.
- Track and manage IT/Non-IT contract milestones and deliverables.
- Provide metrics on contract usage.
- Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for IT/Non-IT contracts.
- Coordinate and consult with customers and vendors to identify and process contract subscription requests and amendments.
- Develop and sustain cooperative working relationships with contract stakeholders.
- Directly assist management and control agencies in defending any protest filed by an unsuccessful bidder.
- Advise executive management, control agencies, program staff and customers on requests for IT/Non-IT procurement and contract-related information.

5%

Marginal Functions

- Attend statewide contract forum meetings conducted by the DGS.
- Provide guidance to the vendor community on doing business with the State in particular among Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE).
- Assist with resolving SB and DVBE disputes within the Branch and SB reporting to DGS.
- Target Area Contract Preference Act Liaison.
- Unit P-Card holder for eligible purchases and reconcile in Fi\$Cal.
- Maintain contract files and systems.
- Develop presentations and meeting material and attend meetings as applicable and document and respond to open issues.

Work Environment Requirements

- Hybrid – Telework and office setting.
- Occasional overtime may be required.
- Monday through Friday; 8:00 am until 5:00 pm* (negotiable with the supervisor)

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Associate will receive general supervision from the IT Supervisor II, and may receive assignments from the Acquisition and IT Program Management IT Manager II and/or the Acquisition Services IT Manager I. This position requires the analyst to utilize independence, creativity and ingenuity in processing procurement requests.

Actions and Consequences:

This position requires accurate setting of priorities, intermediate word processing and desktop publishing skills, and excellent communication skills in order to complete each procurement transaction in the estimated procurement timeline. Unfavorable judgement or techniques in recommending approach or solutions could result in unnecessary expenses and charges to the client community. In addition, inaccurate documentation could result in unnecessary staff time used for researching and resolving discrepancies.

Personal Contacts:

Contacts range wide and include staff at all levels of the Department, customer departments, control agencies, and the vendor community. It is important that the IT Associate operates in a professional and discrete manner, as confidentiality during active procurement is critical.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

N/A

Supervision Exercised:

This level does not supervise.

Other Information

Desirable Qualifications:

- Knowledge of IT industry terminology and concepts.
- Ability to make timely decisions in the best interests of the organization.
- Ability to assess situations to determine the importance, urgency, and risks to the procurement project and/or contract and the organization.
- Establish and maintain procurement project priorities while continuing to perform effectively in a fast-paced environment where priorities are constantly changing.
- Ability to exercise judgement and exercise a great deal of initiative.
- Ability to use a personal computer and a variety of word processing, database and spreadsheet software applications.
- High aptitude for analysis and preparation of contracts containing extensive legal and technical terminology.
- Ability to communicate effectively verbally and in writing as appropriate for the needs of the audience.

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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