

DUTY STATEMENT
SO-92 (Est. 12/2025)

<input type="checkbox"/>	Current
<input checked="" type="checkbox"/>	Proposed

Classification / Working Title Information Technology Specialist I / IT Contract Lead	Employee Name
Position Number 014-015-1402-XXX	Supervisor Name / Classification Sherri Winfree / Information Technology Manager I
Division / Branch / Unit ITSD / Technology Governance Section	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) E
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 1220 N Street, Sacramento, CA 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

Division / Branch / DAA Information:

The Information Technology Services Division (ITSD) is responsible for the oversight and management of all information technology and telecommunications activities, including, but not limited to, information technology, information security, and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. ITSD is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that ITSD provides encompasses the areas of Technology Governance, Application Development Services, Customer Support and Services, Information Security, Infrastructure Operations, Enterprise Architecture, and Procurement. ITSD provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state, including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.

Position Identification:

Under the direction of the Information Technology Manager I (ITM I), the Information Technology Specialist I (ITS I) Contact and Procurement Analyst will perform varied analytical duties, including, but not limited to, analytical support, fiscal management, consultative services, and problem resolution to management and staff, regarding contract matters. The ITS I, works closely with various Divisions/Programs, including the Budget Office, Contract Office, Acquisitions, Policy and Support Units, Accounting, and the Legal Office. The ITS I gathers, analyzes, and maintains contract information, researching and identifying contracts and procurements with information technology components. The ITS-I works on the preparation, processing, and monitoring of a variety of IT contracts and procurements for ITSD/CDFA, working under strict time constraints. The ITS I will communicate effectively (both verbally and in writing); establish good working relationships with coworkers, Divisions/Exec Office staff and management; maintain regular, consistent, predictable attendance; complete assignments in a timely and efficient manner; exercise good judgement; maintain high ethical standards and provide quality and professional customer service. The daily effective use of office equipment and proficiency in Microsoft Office Suite and the O365 platform are required.

The incumbent works collaboratively with the ITSD management team and staff, briefs and advises the manager, exercises a high degree of initiative, independence of action, and originality, and must

demonstrate tact and good judgment. The incumbent must be able to communicate effectively to develop and maintain effective and cooperative working relationships. The candidate must easily adapt to changing priorities and maintain reliable attendance while performing these functions.

As the incumbent continues in the role, they will advance through the various levels of the job classification. With increased experience, the tasks will become more complex. The incumbent is expected to work with greater independence and will be assigned progressively more challenging responsibilities. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance, and an incumbent who has reached Range C should be able to perform the tasks independently and assist newer staff in the process as needed.

Special Requirements:

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| <input checked="" type="checkbox"/> Conflict of Interest Filer (Form 700) | <input type="checkbox"/> California Driver's License |
| <input type="checkbox"/> Medical Clearance | <input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required | <input type="checkbox"/> Field Work: ____% |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> Other (Specify): _____ |
| <input checked="" type="checkbox"/> Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change. | |

Essential Functions:

40%	<p>Contract and Vendor Management</p> <ul style="list-style-type: none"> • Serve as the Information Technology (IT) contracting specialist providing IT consultation to staff in all aspects of IT contracting and procurement in support of specific programmatic and business needs by applying knowledge of technical and system requirements • Develops and prepares IT solicitation documents, including Requests for Offers (RFO), Requests for Quotes (RFQ), Requests for Proposals (RFP), Invitations for Bid (IFB), Requests for Information (RFI), Requests for Interest, Non-Competitive Bids (NCB), and Interagency Agreements (IAA). • Prepares solicitation evaluation materials and facilitates evaluation processes for IT goods and services. • Performs complete contract administration for IT professional services agreements, hardware/software contracts, and purchase orders, ensuring compliance with technical requirements, contract terms, schedules, and budget. • Communicates complex technical procurement requirements to project teams, vendors, program staff, and ITSD leadership. • Work with technical Subject Matter Experts (SMEs) to respond to Bidder questions; identifying evaluation team members, educating evaluation team members of their role and responsibility during the evaluation. • Performs vendor administration, including negotiating complex or sensitive contract elements, including scope, deliverables, costs, terms, and conditions. • Participates and represents ITSD/CDFA regarding IT Contracts in meetings with executives, management, ITSD teams, Division/Program staff, legal counsel, and vendors.
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	<ul style="list-style-type: none"> • Collaborates with State oversight agencies for contracts/acquisitions as needed. • Research, interpret, and apply Executive Orders, the State Contracting Manual (SCM), State Administrative Manual (SAM), DGS Management Memos, and other statewide procurement policies. • Review and apply to relevant laws, regulations, departmental policies, and internal procedures associated with IT acquisitions and non-competitive procurement justifications. • Maintains accurate, organized, and audit-ready files for all IT Contracts. • Oversee IT vendor relationships and contract performance monitoring to ensure deliverables comply with scope, budget, timelines, and contractual terms. • Apply industry standards, principles, methods, and techniques to manage a project/system development through all phases to develop methodologies, tools, and repeatable processes that will ensure the effective and proactive management of IT contracts.
35%	<p>Compliance, Tracking, and Budget Management</p> <ul style="list-style-type: none"> • Prepare and monitor all solicitation packages released to vendors for responses. Review all vendors' bid packages for completeness and accuracy, manage IT procurements and service contracts to ensure delivery of the end product or service on schedule, within the established scope and budget. • Monitor contract funding levels, review and validate invoices, track work authorizations, and ensure appropriate billing. • Keep current and update IT Acquisitions workflows, tracking systems, including SharePoint, Ticketing system, and IT Procurement forms (SO-211s) • Prepare accurate status reports, workload analysis, budget updates, and forecast information for IT Procurement/Contracts leadership and IT Budget. • Work closely with the CDFA Contracts and Acquisitions analysts and ITSD team throughout the procurement planning, procurement, and contracting phases. • Participate in bidder conferences, coordinate and assist with responding to bidder questions, proposed requirement changes, and proposed contract changes. Coordinate and participate in confidential discussions and evaluations. • Attend meetings as requested, acting as the central point of information for all related IT contract activities. • Manage complex IT contracts and procurements (including but not limited to SaaS, PaaS, hardware, and IT services), ensuring compliance with the State Contracting Manual (SCM), Public Contract Code (PCC), Government Code (GC), State Administrative Manual (SAM), and Statewide Information Management Manual (SIMM). • Assist the Project Management Office (PMO) in managing and overseeing all phases of the contract process for projects, ensuring efficient and effective project delivery, providing budget and contract burndown, and verifying invoices with Timesheets. • Prepare procurement requests, justifications, and other procurement-related documents in accordance with the Procurement and Contracting policies.
20%	<p>Research, Financial Planning and Training</p> <ul style="list-style-type: none"> • Closely monitor and analyze revenue and expenditure in each project's separate budget, monthly expenditures, and other related documents to identify any inconsistencies, provide alternatives, recommend necessary management changes, and facilitate appropriate changes to resolve discrepancies.

	<ul style="list-style-type: none"> • Perform analysis of future budgetary needs; and perform activities necessary to meet those needs, such as preparing transfer of expenditure requests for submission to Financial Services, encumbering and unencumbering funds. • Perform expenditure forecasting by gathering and analyzing appropriate data for the purpose of providing management with forecasted expenditures to ensure the projects do not spend more than it was allocated. • Review and submit invoices for approval and payment and manage the process for invoice payment. • Develop and maintain a spreadsheet to track invoice processing to ensure invoice payment is paid to the correct account code. • Develop, update, and deliver training materials, presentations, quick-reference guides, and process documentation related to IT Procurement/Contracts, procurement lifecycle, and contract administration. • Provide formal and informal training to CDFA staff to ensure understanding of IT acquisition processes, requirements, dependencies, and best practices. • Ensure required training is current and completed within timelines.
Non-Essential/Marginal Functions:	
5%	<ul style="list-style-type: none"> • Perform other job-related duties as requested by supervisor
Desirable Qualifications: <ul style="list-style-type: none"> • Analytical procedures and methods. • Microsoft Office productivity tools and usage (e.g. Word, Excel, Outlook, PowerPoint, Visio, Project, SharePoint). • Exceptional attention to detail and strong project management skills, including the ability to track and manage multiple deadlines and priorities. • Experience presenting complex information to various levels of staff, including executive leadership, with strong verbal and written communication skills. • Ability to work independently or in a team setting, take initiative, assume a high level of responsibility, and exercise good judgment. • Develop clear, accurate, and concise reports, correspondence, issue papers, memorandums, and other types of written communication to document requirements, status, concerns, and decisions. • Work collaboratively with multiple teams within IT. • Demonstrate strong interpersonal skills. • Be proactive, positive, and open-minded to direction and new ideas, be flexible with shifting priorities and situations. • Work well under pressure, work independently in completing assigned work, and meet required deadlines. 	
Work Environment and Equipment Used: The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for long periods while using a personal computer with a mouse and keyboard.	

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.		
Physical/Mental Abilities: The incumbent must be able to give presentations, participate in meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently in order to move or position objects. Travel to various CDFA facilities and sites throughout the state as needed using various means of transportation systems; overnight stays, and weekend and off-shift work may be required.		
Employee Certification This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload. I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights. I have read the duty statement and discussed the duties with my supervisor.		
Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
 Official Personnel File
 Supervisor's Drop File