

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: IT Supervisor II	Position Number: 673-860-1404-008
Incumbent Name: Vacant	Working Title: IT Acquisitions Supervisor	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Information Services	Section/Unit: IT Procurement Contracts & Reporting	Reporting Location: Sacramento/HQ
Supervisor's Name: Vacant / Jeet Poddar	Supervisor's Classification: IT Manager I / IT Manager II	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

The Information Technology Procurement Contracts & Reporting Section (ITPCRS) is responsible for the following core functions:

- Procurements
- Contracts
- Budgets
- Human Resources (HR)

ITPCRS support more than 1,800 end users in Sacramento, Riverside and other remote sites. ITPCRS works closely with the Office of Information Services (OIS') Systems Development and Support Branch, Information Technology (IT) Operations and Support Branch, and Security Operation Center to deliver mission-critical business applications and support services successfully and securely to the California Air Resources Board (CARB) programs and external stakeholders.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under general direction of the Information Technology Manager I (ITM I), the IT Supervisor II (IT Sup II) provides general administrative direction in the ITPCR. The IT Sup II is responsible for a variety of highly complex and sensitive IT activities that include, but are not limited to IT Acquisitions and Reporting, IT budget projections/expenditures, funding approvals and expenditure reporting to control agencies, and HR related OIS functions. The IT Sup II is responsible for managing the ongoing daily

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operations of the ITPCR Section, scheduling and prioritizing workload, managing and coaching subordinates, and workforce and succession planning.

The IT Sup II will continue to foster and build a dynamic team to provide innovative solutions, ensures the effective distribution of workload among staff, and defines and communicates priorities. Ensures that the team escalate issues and risks appropriately, providing recommended mitigations, while ensuring operational efficiency and compliance with departmental policies and objectives.

INFORMATION TECHNOLOGY DOMAINS:

- ☒ Business Technology Management
- ☐ Information Security Engineering
- ☒ IT Project Management
- ☐ Software Engineering
- ☒ Client Services
- ☐ System Engineering

% of Time	Essential Functions
25%	Provides direction, oversight, leadership coaching, and mentoring to the subordinate staff to ensure ITPCR staff meet the department and customers' needs. Ensures work is performed within the framework of the organization's mission, vision, values and strategic direction and is in alignment with the strategic direction of the State of California. Establishes and regularly reviews goals, objectives, budget and staffing. Identifies appropriate staffing for new development and ongoing staffing. Determines the external assistance required for implementation of work plans and develops appropriate procurement vehicles to obtain required assistance.
25%	Manages complex and sensitive IT Services and Goods acquisitions, and oversees the planning, projecting, and executing of all IT acquisitions. Creates statements of work and writes IT Request for Offers (RFO), Request for Information, etc. using the Department of General Services' (DGS') leveraged acquisition vehicles, and/or makes recommendations regarding best IT Services acquisition strategies that best fit the need. Develops, facilities, and communicates with Program staff in developing RFO review teams and serves as a review team member as needed. Selects best IT Goods acquisition strategy, obtains quotes and develops the hardware/software acquisition completely; reviews and validates staff members' IT Goods/Services acquisitions ensuring best acquisition strategies were utilized, approvals and signatures are obtained, funds are available, and IT acquisitions are processed accurately, timely, and within budget while ensuring all documents sustain any type of audit. Reviews, updates, corrects, and briefs ITM I and II on any California Department of Technology (CDT) documents to be submitted for approval to CARB's Agency. Provides growth opportunities to staff by providing one-on-one training and mentoring of the highly complex and sensitive IT acquisitions. Responsible for gathering, filling out, and submitting mandatory IT documents to control agencies such as CDT; reports shall be timely and accurate
25%	Performs the full range of supervisory responsibilities that includes planning, organizing, and establishing work schedules and priorities for all workload activities. Manages, leads, trains, develops, and mentors staff members; and,

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	learns staff members' workload activities as well as monitors and evaluates work performance. Supervises the activities and functions of IT professional staff members that provide enterprise support services that include, but are not limited to IT budget, IT contract management, IT Acquisitions of goods/services, and reporting. Works closely with peers to help cross train and support other IT areas as needed that best utilizes all OIS IT resources and provides growth opportunities to staff. Ensures compliance with IT procurement policies. Establishes effective partnerships that foster quality products and services for the development and implementation of IT services. Establishes and maintains effective communications. Prioritizes work assignments to meet project deadlines and commitments.
20%	Actively manages and oversees OIS' IT service acquisitions and interagency agreements, ensuring work activities are within scope, budget, and on time. Educates and trains other OIS team members regarding the Functional and State acquisition roles utilized to manage OIS' acquisition regarding deliverables and invoices. Serves as the back-up to creating, tracking, reviewing, and reconciling the centralized IT budget that supports all of CARB's IT needs. Reviews and corrects all budgetary coding and ensures funding allocations by line item are not exceeded. Provides periodic reports to the ITM I, II, and the Chief Information Officer (CIO), and briefs management on expenditure status. Recommends whether CIO and/or ITM II needs to request additional funds and at what point in a given State Fiscal Year the request needs to be submitted to the CARB Budgets.

% of Time	Marginal Functions
5%	Serves as the back-up to the ITM I in the management and oversight of the CARB ITPCR section in the absence of the ITM I. Researches, analyzes, creates, documents, and recommends written responses to proposed legislative bills, IT special projects, futuristic IT hardware/software/services recommendations, etc.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.
Requires prolonged periods of sitting at a desk and working on a computer.
Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.
Involves prolonged periods of sitting at a desk and working on a computer.
May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
Noise levels are typically low to moderate.
May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

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- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?		
☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date