

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Technology Services Division		
Position No / Agency-Unit-Class-Serial 461-130-1401-002		Unit Infrastructure Services Section/Hospital Services		
Class Title Information Technology Associate (working title: Procurement Analyst)		Location		
Subject to Conflict of Interest ☒ Yes ☐ No		CBID R01	Work Week Group: 2	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under general supervision of the, Information Technology Manager I, Chief of Technology Hospital Operations, the Information Technology Associate supports lifecycle management of IT Goods and Services for the Hospital Operations Section of Technology Services Division for the Department of State Hospitals. This position plays a key role in coordinating with vendors, managing purchase requests, and maintaining accurate records to ensure timely and compliant acquisition of hardware, software, licenses and IT related services in accordance with all applicable policies, procedures, rules and regulations. The primary duties of the IT Associate lie within the Business Technology Management domain of the IT Associate classification. This includes Business Technology Management elements such as Management of IT resources according to the DSH's priorities and needs including IT policy and program development, IT procurement preparation, process reengineering, business analysis, research and development, strategic planning, product and/or delivery strategy.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
50%	Serves as a procurement liaison for the Hospital Operations Section and Enterprise Solutions Teams of DSH Technology /Services Division (TSD) in collaboration with the TSD Business Management Section. Responsibilities include: • tracking progress of and process contracts, requisitions, and procurements. • working with program areas to define technical specifications and obtain necessary approvals. • Independently conducting analysis and preparation of IT acquisitions. • preparing Purchase Estimates, and request documentation, etc. to secure goods and services in conformance with all applicable State and Federal laws, statutes, regulations, policies, and procedures. • coordinating with TSD staff and management to prioritize requests.			

	• assisting in the development of contracting and purchasing documentation as needed. • evaluating bids and proposals to award contracts in a fair and impartial manner. • assisting in managing IT contracts, renewals, and subscription services ensuring alignment with applicable rules and regulations. Pro-actively notifying management of renewals and expiration dates. • providing procurement assistance and training to TSD staff as requested.
20%	Assists in the development of both reporting and process documentation. Responsibilities include: • Completing reports on procurement activity, budget tracking, and vendor performance and preparing reports for submission to management and control agencies, as needed. • supporting the tracking and reconciliation of IT Assets, including hardware and software. • participating in efforts to streamline procurement workflows and improve service delivery. Collaborating with IT, Accounting, Budgets, Asset Management and Hospital Operations teams to align procurement with strategic goals.
20%	Provides excellent customer service. Responsibilities include: • Provides recommendations to improve acquisition processes to TSD staff and management. • Accompanies the TSD Management to meetings with executives and stakeholders related to IT procurement needs as requested. • Follows analysis and suggests changes in IT procurement policies and practices.
10%	Assists with other Information Technology Associate job-related work as requested by management.
Working Conditions	A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal or when traveling to other locations; travel may be required to DSH facilities.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Additionally, the TSD team will have access to and responsibility for the protection of very sensitive and confidential information and protected health information.

The TSD plays a significant role in ensuring continuity and quality of DSH's and its hospitals and psychiatric programs delivery of services and patient care through the delivery of highly effective IT service delivery systems. Consequence of error may result in minor to major IT service unavailability or ineffectiveness, causing direct impacts to the delivery of care to DSH patients. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the

Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date