

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist I	<i>Information Technology Procurement Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-343-1402-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Financial & Strategy Management Office/ Financial Management Section / Information Technology Procurement Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance Division	Information Technology Supervisor II
BRANCH:	REVISION DATE:
Information Technology Branch	5/9/2023
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ Call Center/Counter Environment ☐ May be Required to Work in Multiple Locations ☒ Requires Fingerprinting & Background Check ☐ Requires DMV Pull Notice ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Travel May be Required ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☒ Business Technology Management ☐ IT Project Management ☐ Client Services ☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering	
The Information Technology Specialist (ITS) I position resides in the Business Technology Management domain comprising of: information technology policy development, information technology procurement, business analysis and strategic planning.	
Under the direction of the Information Technology Supervisor II, the ITS I performs the more complex and sensitive tasks, that will require regular innovative problem solving within broadly stated and non-defined guidelines. Responsibilities will include leading the efforts to develop, plan, organize, coordinate, and maintain the following tasks including, but not limited to: developing procurement documents, including solicitations, work authorizations, and amendments, etc. The ITS I analyzes and evaluates the more	

complex IT solicitations and vendor responses, and acts as a Department liaison to internal and external entities. The ITS I may work up to full-time on procurement tasks related to the EDDNext Project.

The ITS I contributes toward the growth of the IT Branch into a customer-focused service organization by following IT Branch cultural principles and by providing constructive feedback to others within the IT Branch regarding the application of those principles.

Works collaboratively with the Technology Governance Division management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

The ITS I is required to have a very broad knowledge of the principles for the initiation, review, and approval for IT procurements and service contracts.

Percentage of Duties	Essential Functions
45%	Serves as a lead in developing the more complex Requests for Proposals, Invitations for Bids, Requests for Offers, Requests for Information and Requests for Quotes solicitations and Statements of Works. Acts as an evaluation and selection subject matter expert for a wide variety of solicitations, and especially those that are more broadly in nature.
25%	Administers the procurement process in accordance to State and EDD guidelines. Develops procurements and service contracts for items including, but not limited to, product maintenance, technical support, hardware, software, and consulting/professional services.
15%	Ensures the procurement follows State and EDD guidelines, applicable laws, rules and regulations (State Contracting Manual, Public Contract Code, State Administrative Manual, Statewide Information Management Manual, Government Code, and Unemployment Insurance Code) for acquisition execution and management.
10%	Provides guidance in resolving more complex business and/or IT-related problems. Acts as a liaison to internal and external entities which may include, but are not limited to, the Labor and Workforce Development Agency, California Department of Technology, Department of Finance, Department of General Services and California State Auditor. Plans, attends, and participates in meetings with internal and external entities and acts as a subject matter expert. Provides knowledgeable business and technical analysis. Provides, project support, and consulting services including, but not limited to, procurement initiation, cost estimation, and training. Meets customers' expectations and business needs.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	

Type of Environment:

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: Offsite Remote Teleworking

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

May serve as a lead or mentor, but does not supervise.

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☒ Duties meet class specification and allocation guidelines.

CPU Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

FNB

9/9/2026

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file