

DUTY STATEMENT

Employee Name:	Position Number: 580-150-5393-709
Classification: Analyst II	Tenure/Time Base: Permanent/Full Time
Working Title: Procurement Analyst	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division (ITSD)	Branch/Section/Unit: IT Fiscal and Administrative Branch (IT FAB)/Procurement Lifecycle Management and Personnel Operations Section/Contracts and Procurement Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The Analyst II works under the direction of the Supervisor I (Sup) I, Contracts and Procurement Unit Chief. The Analyst II serves as a Procurement Analyst and is responsible for performing the more

complex contract and procurement related tasks for the IT Fiscal and Administrative Branch (IT FAB), within ITSD.

The Analyst II is responsible for all aspects of the information technology (IT) review, and approval process for contracts and procurements, providing guidance to IT and departmental program staff regarding the IT contract and procurement approval process, and managing all aspects of the Information Technology Acquisitions Plan (ITAP) system, including resolving user access issues.

The Analyst II will work with internal and external entities including CDPH Program Support Division (PSD), Department of General Services (DGS), and the Office of the Agency Information Officer (AIO) to facilitate approvals of IT contracts and procurement

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Reviews, approves, and submits contract and procurement requests within the Contracts and Purchasing System (CAPS) and the ITAP systems, notifying management as necessary. Follows-up with requestors regarding approval/denial. Provides additional instructions, guidance, and reason for any unapproved requests. Serves as the liaison with programs, ITSD budget personnel, the CDPH Budget and Accounting Sections, and the PSD's contract staff. Communicates and works directly with various departmental programs and the PSD to resolve any issues. Maintains knowledge of the State's, CDPH's, and DGS's policies and procedures related to contracts and procurements. Makes recommendations for improvement of processes, procedures and best practices to management for approval.
- 15% Routes completed IT purchase requisition packages to the necessary approving authorities and prepares packages for review and approval by the ITSD Chief Information Officer (CIO). Receives, reviews, and submits the Summary of IT Acquisition and the Certification of Compliance with IT Policies (SIMM 71B/SIMM 22) for approval to AIO. Logs all requests submitted to AIO within the appropriate log for tracking purposes. Drafts, initiates and coordinates Interagency Agreements (IAA's) for the ITSD, which includes the establishment, preparation, and initiation of IAA amendments utilizing State contracting laws, regulations, policies, oversight agency regulations and departmental policies. Routes completed packages to the necessary approving authorities for review; prepares packages for review and approval by the ITSD CIO.
- 15% Logs, tracks, and routes for review/approval, purchase requisitions including California Multiple Award Schedules (CMAS). Maintains and regularly updates the Access database and Excel spread sheet/log tracking all CDPH IT procurements. Attends procurement and contract related

meetings. Ensures assigned contract and purchasing coordination responsibilities and activities conform to contracting laws, rules, policies, and regulations.

- 10% Prepares and makes recommendations to management for improvement of the procedures and guidelines regarding the purchasing review and approval process for IT contracts and purchasing. Collaborates and communicates with ITSD staff and research supporting metrics to include for presentation to managers, ITSD and PSD.
- 10% Develops and creates training materials for IT contract and purchasing best practices. Drafts communication for staff regarding increasing the knowledge of the IT contracts and purchasing review and approval process, which may include, drafting detailed emails, newsletters, flow charts, PowerPoint, and updating manuals and checklists. Performs specific purchase requisition and contracts related research and/or prepares special reports as requested by the SSM I or other requesting ITSD management.
- 10% Responsible for managing the contract for mailing services which includes contract renewals and amendments as needed; tracking invoice submissions accurately, ensuring that there are always available funds in the contract; ensuring that only authorized users are utilizing the contract; and updating the listing of authorized users as needed.
- 10% Acts as back up to the Contract Analyst on an as needed basis, to include logging contract request for tracking purposes and assisting in taking notes at the monthly IT contracts meeting.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: D.S.

Date: 9/16/26