

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Information Technology Specialist I	HEADQUARTERS: Mather Campus
	WORKING TITLE: IT Procurement and Contract Specialist	
PROGRAM/UNIT: Office of Policy & Administration/ Information Technology/ Information Technology Admin/ IT Purchasing	POSITION NUMBER: 163-168-1402-001 (11669)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Information Technology Supervisor II	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No
1. SUPERVISION RECEIVED: The Information Technology (IT) Specialist I, IT Procurement and Contract Specialist, is under the direction of the Information Technology Admin Unit Supervisor, IT Supervisor II.		
2. SUPERVISION EXERCISED: None.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Physical tasks include sitting for extended periods at a computer workstation in an office setting with artificial light and temperature control. The incumbent will work a minimum of 40 hours per week, with possible overtime in the event of an emergency. Work may be required during non-normal production hours. In the event of an emergency, this position is responsible for preparing hardware and software to be moved to a remote location. Travel by automobile, commercial aircraft, and public transportation to locations throughout the state may be required for regular and emergency operations. May be required to lift computer equipment and related items that weigh up to 50 pounds.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Daily contact will be made with managers, technical staff, and users to provide and make recommendations regarding systems and problems requiring solutions. Regular contact with IT staff, vendors, and external entities to coordinate problem-solving and ensure conformity of methods and practices. Contacts users to discuss business and system requirements, contractors to provide oversight, and vendors to discuss existing or new technology. Contact is to influence, motivate, persuade, and lead individuals or groups.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The California Governor's Office of Emergency Services (Cal OES) is responsible for disaster response, planning preparedness, and training. This position has a high level of responsibility for support of department-wide administrative applications as well as other mission-critical web-based applications. Lack of support for these applications could result in the failure of these applications, which would cause cost overruns and a lack of delivery of critical information. The		

(CONTINUED)- ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
consequence of error at the IT Specialist I level may result in loss of data, user dissatisfaction, and impact to the organization, project, or work unit, and related support units. Consequences include operational downtime, loss of business continuity, and poor customer service and performance.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under direction of the Information Technology Admin Supervisor (IT Supervisor II), the IT Specialist I (ITS I) will act as the IT Procurement and Contract Specialist and plan, create, manage, control, and track IT procurements. The incumbent receives direction with assignments in terms of broadly defined missions or functions and plans, designs, and executes programs, studies, and other work independently. The incumbent will assist IT management and project lead(s) to perform varied and unrelated processes in connection with procurement support for IT projects and operations. The ITS I will function in a demanding and changing environment, which requires the ITS I to act with great independence while effectively maintaining a routine workload and regularly responding to short-term tasks. The work also involves demonstrating leadership in identifying new issues and business opportunities and in assisting management with the most sensitive issues. Incumbents demonstrate an in-depth understanding of the relationship of their specialization and/or project responsibilities to the work as a whole.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	PROCUREMENT • Serve as an IT procurement specialist over Cal OES IT procurements. • Set standards, processes, and procedures for IT procurements. • Monitor and track procurements through completion ensuring completion occurs on schedule. • Ensure that procurements and contracts adhere to Cal OES, state, and federal practices and regulations. • Gather business requirements for IT procurements from the programs. • Provide IT procurement consultation to the business community to support business programs. • Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. • Review requests for accuracy based on established guidelines, create requests for proposals and contracts, and complete required reports. • Independently research and develop documents to support IT procurements and amendment requests. • Prepare supporting documents, cost analysis, and reports for electronic signature. • Prepare reports and conduct complex analyses based on requests from managers regarding IT purchase contracts and purchase orders. • Maintain logs and worksheets to track IT procurements. • Advise program of upcoming procurement renewal dates.
35%	CONTRACT CREATION • Serve as a contract manager over Cal OES IT contracts. • Set standards, processes, and procedures for IT contracts. • Monitor and track contract requests through completion, ensuring on-schedule outcomes. • Ensure that contracts adhere to Cal OES, state, and federal practices and regulations. • Gather business requirements for IT contracts from the programs. • Provide IT contract consultation to the business community to support business programs. • Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. • Review requests for accuracy based on established guidelines, create requests for proposals and contracts, and complete required reports. • Independently develop documents to support contracts and amendment requests. • Independently research and develop contract documents. • Coordinate review and input by Subject Matter Experts (SMEs) for contract deliverables and Scope of Work documents. • Prepare contracts according to Cal OES guidelines and applicable state procurement policies and processes.
25%	REPORTING • Prepare scheduled reports including ad hoc reports for IT management regarding the number of active procurements, types and costs of hardware and software, the status of procurements, or any other data requested. • Develop decision-making documents. • Prepare supporting documents, cost analysis, and reports for signature. • Perform other related duties as required and assigned by management.

Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☒	☐	☐	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☐	☒	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☐	☐	☒
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☒	☐	☐
CLIMBING: Stairs	☐	☐	☒	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☐	☐	☒	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☒	☐	☐	☐

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title