

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Information Technology Associate		DWR POSITION NUMBER 0550-1401-XXX	SAP POSITION NUMBER 50010615	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DTS / IT Business Management / BTMA	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Pieter Van Tatenhove	SUPERVISOR'S CLASSIFICATION Information Technology Supervisor II	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 10/8/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the general direction of the Information Technology Supervisor II, the position serves as an IT Procurement Analyst supporting the Division's IT procurement and contracting activities and resolving business and technical issues. The incumbent performs duties primarily within the Business Technology Management domain. The incumbent independently performs a variety of recurring and well-defined technical and analytical tasks including assisting with IT procurement and contracting processes and helping ensuring compliance with applicable policies and regulations; providing routine technical guidance and assistance to management and staff; conducting research and analysis, performing cost analysis and price evaluations, and preparing standard IT cost and expenditure reports. The incumbent supports the development of routine IT procurements and contracts for hardware, software, consulting services, and maintenance. The incumbent also assists with preparing, monitoring and coordinating the IT budget; participates in planning activities related to IT acquisitions; and helps ensure compliance with State procurement policies and standards established by the Agency Information Officer, the Department of Water Resources (DWR) Chief Information Officer, and the ITBM Manager. ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; maintain regular, predictable, and consistent attendance; exercise sound judgment with strong accuracy and attention to detail. The incumbent must be able to analyze situations effectively, identify solutions, take appropriate action, and make well-informed recommendations based on established policies and procedures. The incumbent is expected to provide excellent customer service to both internal and external customers and to complete assigned tasks and projects on time, at a level consistent with the position's responsibilities. The incumbent must consistently demonstrate respectful, courteous, trustworthy and professional behavior; and take accountability for their actions or inactions and the resulting outcomes. The incumbent is responsible for adhering to and assisting in ensuring compliance with all State procurement policies, California Department of Technology (CDT) policies, and IT governance policies and standards established by the Agency			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Pieter Van Tatenhove		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) VACANT		EMPLOYEE'S SIGNATURE ➤		DATE

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	Information Officer, the DWR Chief Information Officer, and the ITBM Manager, as well as professional ethical standards.			
	The specific essential duties include, but are not limited to, the following:			
35%	Support DTS procurement and contract management activities, including assisting with the developing and processing of IT procurements for hardware, software, technical support services, equipment maintenance, and IT consulting services. Prepare and process required procurement and contract documents to ensure complete, accurate and compliant contract packages. Assist staff with identifying appropriate procurement methods; prepare routine solicitation documents; support bid evaluations; and assist with writing justifications, specifications, and documentation for inclusion in Statements of Work. Provide routine guidance to DTS managers and technical staff on procurement-related issues and collaborate with IT Contract Analysts/Buyers to support the determination of appropriate procurement methods and communicate policy and procedural updates. Assist in developing, updating, and maintaining procurement and contract-related processes and procedures to support consistent, compliant and efficient operations. Create, monitor, and track service requisitions; use IT procurement systems; and apply established IT acquisition techniques to ensure compliance with State policies and regulations, and agency and departmental requirements. Review bids, contracts, and purchase documents for compliance; communicate with vendors to resolve procurement-related issues; secure required approvals; and assist in determining effective purchasing methods. Support planning, preparing, and coordinating the development of bid documents in collaboration with IT Contract Analysts/Buyers. Maintain and update procurement tracking tools. Process Purchase Agreements, Purchase Orders, and Amendments in compliance with the State Administrative Manual (SAM), Department of General Services (DGS) requirements, and other control agencies as applicable. Assist in coordinating inter-divisional procedures, developing criteria for validating vendor packages, and documenting findings. Support the complete procurement life cycle, including coordinating payment mechanisms and processing payments, creating service entry sheets, and ensuring timely goods receipts processing in SAP to prevent prompt payment penalties.			
25%	Work with management to support the establishment of an IT budget that aligns with the objectives of the Department’s Strategic Information Technology Plan. Assist in developing, monitoring, and maintaining the Division of Technology Services (DTS) IT budget projections and reporting. This includes preparing the monthly budget reports using SAP, creating bond accountability expenditure projections, and supporting annual budget development using the SAP Budget and Planning system. Assist in the preparation, development, coordination, and submission of Budget Requests for division and enterprise initiatives. Provide routine consultation on IT fiscal needs, identify deficiencies, and recommend appropriate corrective actions. Assist with the preparation, monitoring, and coordination of the IT budget.			
20%	Assist with performing cost analysis related to California Department of Technology (CDT) and CALNET billings, including reconciling charges, analyzing expenditures, and providing guidance on telecommunication procurement processes. Work with DTS managers on chargebacks for billings.			

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15%	Review staff-completed Telecommunication CALNET purchases and requisitions to ensure accuracy and completeness prior to submission for processing. Assist in maintaining the Division’s IT Asset Management Portfolio by performing activities related to needs analysis, development, and program management of enterprise hardware and software. Assist in developing strategies for IT hardware and software acquisition, cost savings, life cycle management, and alignment with business needs. Support the development, implementation, and monitoring processes, procedures, and practices that govern the IT Asset Portfolio. Monitor compliance with established plans, schedules, and directives. Consult with management to help determine acquisition needs, prioritize requirements, and resolve IT procurement and asset-related issues.			
5%	Perform other assigned duties that fall within the scope of this classification to support the ITBM team. SPECIAL REQUIREMENTS Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (these are accounts assigned to an employee that require privileges beyond the standard user production account, such as system administrator, applications administrator, and domain administrator accounts). The incumbent must maintain strict confidentiality when participating in any e-discovery or forensics-related activities, or any other situations where discretion is required. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. May be required to work extended hours and travel to various locations throughout the State of California when requested. KNOWLEDGE, SKILLS AND ABILITIES Possess experience and knowledge in the practices, principles, and methods of IT contract administration, IT budgeting, IT project management, IT operational service management, compliance reviews. Demonstrate knowledge and understanding of State Administrative Manual sections 1200 (Contracts), 3500 (Purchasing) 4800, 5000, 5200, and 5300 (Information Technology), and the State Contracting Manual, Volume 2. Incumbent must demonstrate knowledge, skills and abilities in the following areas: 1) Knowledge of analytical and statistical methods and practices.			

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	2) Knowledge of State of California procurement rules and contract law principles, including competitive bidding requirements, contract formation, interpretation of terms and conditions, and vendor obligations for IT goods and services. 3) Basic understanding of information technology concepts and practices. 4) Strong verbal and written communication skills. 5) Effective interpersonal and problem-solving skills. 6) Ability to use Microsoft Office applications to prepare documents and materials, including spreadsheets. 7) Ability to navigate and use SAP modules relevant to assigned duties. 8) Ability to analyze data, draw logical conclusions, and recommend appropriate actions within established guidelines. 9) Ability to accurately interpret and apply laws, policies and regulations. 10) Ability to conduct research to obtain required information. 11) Ability to present information clearly and effectively, both orally and in writing. 12) Ability to manage multiple priorities and meet short timelines when necessary. 13) Ability to assist in developing and documenting processes and procedures.			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Information Technology Specialist I		DWR POSITION NUMBER 0550-1402-006	SAP POSITION NUMBER 50010615	MCR 1
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COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Pieter Van Tatenhove	SUPERVISOR'S CLASSIFICATION Information Technology Supervisor II	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 10/8/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the general direction of the Information Technology Supervisor II of the IT Business Management (ITBM) unit, the incumbent serves as an Senior IT Procurement Specialist supporting the Division's IT procurement and contracting activities and resolving business and technical issues. The incumbent performs duties primarily within the Business Technology Management domain. The incumbent independently performs a variety of technical tasks including managing IT procurement and contracting processes and ensuring compliance with applicable policies and regulations; providing technical guidance and assistance to management and staff; conducting research and analysis, performing cost and price evaluations, preparing IT cost and expenditure reports; developing routine to moderately complex IT procurements and contracts for hardware, software, consulting services, and maintenance. The incumbent also assists with preparing, monitoring and coordinating the IT budget; participates in planning activities related to IT acquisitions; ensures compliance with State procurement policies and standards established by the Agency Information Officer, the Department of Water Resources (DWR) Chief Information Officer, and the ITBM Manager. ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; maintain regular, predictable, and consistent attendance; exercise sound judgment with strong accuracy and attention to detail. The incumbent must be able to analyze situations effectively, identify solutions, take appropriate action, and make well-informed recommendations. The incumbent is expected to provide excellent customer service to both internal and external customers and to complete assigned tasks and projects on time at a level consistent with the position's classification. The incumbent must consistently demonstrate respectful, courteous, trustworthy and professional behavior; and take accountability for their actions or inactions and the resulting outcomes. The incumbent is responsible for adhering to and ensuring compliance with all State procurement policies, California Department of Technology (CDT) policies, and IT governance policies and standards established by the Agency Information Officer, the DWR Chief Information Officer, and the ITBM Manager, as well as professional ethical standards.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Pieter Van Tatenhove		SUPERVISOR'S SIGNATURE ➤		DATE
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35%	The specific essential duties include, but are not limited to, the following: Support DTS procurement and contract management activities, including developing and processing complex IT procurements for hardware, software, technical support services, equipment maintenance, and IT consulting services. Prepare and process required procurement and contract documents to ensure complete, accurate and compliant contract packages. Advise staff on appropriate procurement methods; prepare solicitation documents; evaluate bids; and assist with writing justifications, specifications, and documentation to include in the development of Statements of Work. Provide guidance to DTS managers and technical staff on procurement-related issues and collaborate with IT Contract Analysts/Buyers to determine appropriate procurement methods and communicate policy and procedural updates. Develop, update, and maintain procurement and contract-related processes and procedures to support consistent, compliant and efficient operations. Create, monitor, and track service requisitions; use IT procurement systems; and apply IT acquisition techniques to ensure compliance with State policies and regulations, and agency and departmental requirements. Review bids, contracts, and purchase documents for compliance; communicate with vendors to resolve procurement-related issues; secure required approvals; and determine effective purchasing methods. Assist in planning, preparing, and coordinating the development of bid documents in collaboration with IT Contract Analysts/Buyers. Maintain and update procurement tracking tools. Process Purchase Agreements, Purchase Orders, and Amendments in compliance with the State Administrative Manual (SAM), Department of General Services (DGS) requirements, and other control agencies as applicable. Coordinate inter-divisional procedures, develop criteria for validating vendor packages, and document findings. Support the complete procurement life cycle, including coordinating payment mechanisms and processing payments, creating service entry sheets, and ensuring timely goods receipts processing in SAP to prevent prompt payment penalties.			
25%	Work with management to establish an IT budget that supports the objectives of the Department's Strategic Information Technology Plan. Develop, monitor, and maintain the Division of Technology Services (DTS) IT budget projections and reporting. This includes preparing the monthly budget reports using SAP, creating bond accountability expenditure projections, and supporting annual budget development using the SAP Budget and Planning system and OneStream. Assist in the preparation, development, coordination, and submission of Budget Requests for division and enterprise initiatives. Provide consultation on related IT fiscal needs, identify deficiencies, and recommend appropriate corrective actions. Responsible for the preparation, monitoring, and coordination of the IT budget.			
20%	Responsible for performing cost analysis related to California Department of Technology (CDT) billing, including reconciling charges, analyzing expenditures, and providing guidance on telecommunication procurement processes. Work with DTS managers on chargebacks for billings. Review staff completed Telecommunication CALNET purchases and requisitions to ensure accuracy and completeness prior to submission for processing.			

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15%	Assist in maintaining the Division’s IT Asset Management Portfolio by performing activities related to needs analysis, development, and program management of enterprise hardware and software. Assist in developing strategies for IT hardware and software acquisition, cost savings, life cycle management, and alignment with business needs. Develop, implement, and monitor processes, procedures, and practices that govern the IT Asset Portfolio. Monitor compliance with established plans, schedules, and directives. Consult with management to determine acquisition needs, prioritize requirements, and resolve IT procurement and asset-related issues.			
5%	Perform other assigned duties that fall within the scope of this classification to support the ITBM team. SPECIAL REQUIREMENTS Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts. (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, and domain administrators). Incumbent must maintain strict confidentiality when participating in any e-discovery or forensics type of activities, or any other situations where discretion is required. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. May be required to work extended hours and travel to various locations throughout the State of California when requested. KNOWLEDGE, SKILLS AND ABILITIES Possess experience and knowledge in the practices, principles, and methods of IT contract administration, IT budgeting, IT project management, IT operational service management, compliance reviews. Demonstrate knowledge and understanding of State Administrative Manual sections 1200 (Contracts), 3500 (Purchasing) 4800, 5000, 5200, and 5300 (Information Technology), and the State Contracting Manual, Volume 2. Incumbent must demonstrate knowledge, skills and abilities in the following areas: 1) Knowledge of analytical and statistical methods and practices.			

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	2) Knowledge of State of California procurement rules and contract law principles, including competitive bidding requirements, contract formation, interpretation of terms and conditions, and vendor obligations for IT goods and services. 3) Basic understanding of information technology concepts and practices. 4) Strong verbal and written communication skills. 5) Effective interpersonal and problem-solving skills. 6) Ability to use Microsoft Office applications to prepare documents and materials, including spreadsheets. 7) Ability to navigate and use SAP modules relevant to assigned duties. 8) Ability to analyze data, draw logical conclusions, and recommend appropriate actions. 9) Ability to accurately interpret and apply laws, policies and regulations. 10) Ability to conduct research to obtain required information. 11) Ability to present information clearly and effectively, both orally and in writing. 12) Ability to manage multiple priorities and meet short timelines when necessary. 13) Ability to develop and document processes and procedures.						