

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position IT Procurement Technician	
		Division and/or Subdivision Information Technology Services	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Information Technology Technician	
		Position Number 541-021-1400-006	
		Effective Date July 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general supervision of the Procurement Information Technology Supervisor II (IT Sup II), the Information Technology Technician (ITT) works closely with the Information Technology Specialist I (ITS I) to support the Division of Technology within the IT Procurement domain. Duties include but are not limited to the following: Perform technical verification of IT goods and services requested by department staff. Review purchase documents, quotes, invoices, contracts, and delivery records for accuracy. Coordinate with internal ITA's and ITS I's to help resolve discrepancies found in procurement documentation. *Support detailed and accurate data entry in Smartsheet once all information has been validated. Identify and resolve issues such as partial shipments, incorrect items, pricing variances, and incomplete IT service deliverables. Ensure IT purchases align with CAL FIRE approved standards and policies.		
25%	Support IT invoice reviews by identifying discrepancies, coordinating invoice corrections, and ensuring all required supporting documentation is complete, accurate, and compliant with procurement and accounting policies prior to payment processing. Maintaining update supplier information in FI\$Cal, Smartsheet's, procurement logs, and vendor files stored on the share drive. Collaborate internally with ITAs and ITS I, to coordinate vendor payment inquiries by verifying products have been received or services have been completed and all contractual deliverables and obligations have been satisfied. Coordinate cross functionally with other units and program staff to resolve issues impacting payment processing while ensuring compliance and departmental policies are followed.		
15%	Review specifications and pricing of IT goods and services by reviewing various State Leveraged Procurement Agreements (LPAs) and obtaining quotes from Small Business (SB), Micro Business (MB), and Disabled Veteran Business Enterprise (DVBE) suppliers; as well as retail stores when appropriate.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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10%

Contribute to the unit's responsibility for managing IT assets, IT services, and procurement processes across their lifecycle. *Assist with tracking IT equipment, and services using designated IT services and asset tracking systems. *Support data collection and reporting related to IT inventory, procurement activity, service utilization, and vendor performance.

5%

Assist with the purging of IT Procurement retention records, ensuring all purchase and service contract documentation is fully completed and all deliverables have been met and finalized. *Serve as the confidential distruction coordinator for IT Procurement. *Coordinate with onsite mailroom staff, personnel at other locations, and venders as needed to resolve missing, misdelivered, or delayed IT goods.

5%

Provide onsite technical support to mobilized Department of Forestry and Fire Protection (CAL FIRE) employees by assisting with issues, and service requests to include, but not limited to, resolving issues related with basic computer hardware and software installation. *Coordinate issues, service requests, and escalates as needed to incident project lead or incident management team. *Perform minor, computer, network, or server tasks, including but not limited to, adding patch cables, users, replacing switches, or wireless access points. *Attend annual Incident Network (InciNet) training, as needed.

5%

Perform other job-related duties as assigned.

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Job qualifications and/or conditions of employment: **Statewide travel (25%) with possibly overnight stays. Will be required work at remote facilities or incidents to affect repairs onsite, which can involve overnight travel. Hardware repair requires occasional lifting of PC's and printers which should not exceed 40 pounds.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date