DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
PORTFOLIO PLANNING MANAGEMENT BRANCH
CONTRACT AND BUDGET

DUTY STATEMENT

JOB TITLE: Information Technology Specialist II **POSITION #:** 472-519-1414-004

WORKING TITLE: Lead IT Project Contract Manager

EMPLOYEE:

POSITION DESCRIPTION: Under the general direction of the Information Technology Division's Life Outcomes Improvement System (LOIS) Project Director, the Information Technology Specialist II (ITS II) serves as the lead Contract, Procurement, and Budget Manager responsible for planning, coordinating, and overseeing contract administration, procurement activities, vendor performance, and financial management functions supporting the LOIS Project. The incumbent provides expert-level technical leadership and oversight throughout the contract lifecycle, from procurement planning and contract development through execution, administration, amendments, and closeout. Responsibilities include coordinating procurement and contractual activities with departmental procurement, legal, fiscal, and budget offices; monitoring vendor performance and contractual deliverables; overseeing contract expenditures and funding commitments; and ensuring compliance with applicable State laws, regulations, departmental policies, and established project governance requirements.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the general direction of the Information Technology Division LOIS Project Director (Information Technology Manager I).

DOMAIN(S):	Business Technology Management:	Critical skills
	IT Project Management:	Moderate skills
	Client Services:	Basic skills
	Software Engineering:	Moderate skills
	System Engineering:	Basic skills
	Information Security Engineering:	Basic skills

Essential Job Functions:

30% Lead, plan, coordinate, and oversee the full lifecycle of LOIS Project contracts, including procurement support, contract development, execution, administration, amendments, renewals, and closeout. Ensure contractual activities align with project objectives, approved budgets, procurement requirements, and applicable State of

California policies, regulations, and departmental procedures. Serve as the primary project-level contract management liaison among the LOIS Project Director, Department procurement and legal offices, fiscal and budget offices, and contractors to facilitate timely contract execution, resolve contractual matters, and maintain compliance. Direct and coordinate the development, review, and refinement of contract documents, including Statements of Work (SOWs), Requests for Proposals (RFPs), Requests for Offers (RFOs), contract amendments, and related procurement documentation. Provide guidance to project staff regarding the development of clear, measurable contract requirements, deliverables, performance standards, acceptance criteria, and vendor responsibilities. Support competitive procurement activities, including solicitation development, vendor evaluation, product demonstrations, negotiations, and contract award recommendations, in coordination with authorized procurement officials and subject matter experts.

25% Develop, implement, and maintain comprehensive processes, procedures, and tools to monitor contractor performance, contractual compliance, work authorizations, deliverable completion, and contract obligations. Establish and oversee contractor onboarding and offboarding procedures, including access requirements. Manage and maintain contract tracking systems, repositories, performance dashboards, and supporting documentation to ensure accurate records. Oversee the administration and tracking of work authorizations and contractual deliverables, including the review and coordination of Deliverable Expectations Documents (DEDs), Deliverable Acceptance Documents (DADs), and supporting acceptance documentation. Monitor contractor performance against approved schedules, service levels, quality standards, staffing commitments, and contractual obligations. Participate in the Contract Issues Resolution Team (CIRT), support contract dispute resolution activities, evaluate the impact of contractual issues, and escalate significant concerns to the LOIS Project Director with recommended mitigation or corrective actions.

20% Lead project-level contract financial monitoring, budget tracking, expenditure analysis, and financial reporting to support effective resource allocation, fiscal accountability, and informed management decisions. Coordinate with departmental budget to reconcile financial information, validate contract expenditures, and monitor funding availability. Prepare and maintain contract expenditure forecasts, burn-rate analyses, and budget projections to assess financial performance, anticipated spending, and funding requirements throughout the project lifecycle. Develop and present comprehensive contract and budget status reports to the LOIS Project Director and other authorized stakeholders. Identify significant contract and budget variances, analyze their potential impact on project scope, schedule, cost, and performance, and provide recommendations for corrective action, funding adjustments, or management decisions.

20% Participate in LOIS Project governance, planning, coordination, and oversight activities to ensure contract and financial management functions remain aligned with project priorities, implementation schedules, and organizational objectives. Represent contract and budget management functions in project governance

meetings, executive briefings, steering committee meetings, vendor discussions, procurement planning sessions, and other project-related forums. Collaborate with project managers, technical teams, business representatives, procurement specialists, legal counsel, fiscal staff, and contractors to coordinate contractual activities, resolve dependencies, and support timely project execution. Participate in procurement evaluation and selection activities, including proposal reviews, scoring sessions, vendor demonstrations, and confidential discussions, in accordance with applicable procurement rules and confidentiality requirements. Review assigned work products, provide constructive feedback, promote knowledge sharing, and support continuous process improvement.

Marginal Job Functions:

5% Perform administrative and other job-related duties necessary to support the successful operation of the LOIS Project. Complete mandatory training, maintain required records and documentation, participate in departmental activities, and perform other duties as assigned consistent with the position's classification and responsibilities.

WORKING CONDITIONS: Open-spaced partitioned offices. Occasionally required to move and transport objects weighing up to 25 pounds. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: State Contracts Manual; California Public Contract Code; California Government Code; IT procurement methods; State Administrative Manual; State Information Management Manual; Department of Technology's Project Approval Lifecycle; Request for proposal, Request for Quote, Request for Interest/Information, Service agreements, and Interagency agreements.; Center for Medicare and Medicaid (CMS) Medicaid Information Technology Architecture funding processes, and the administration and department's goals and policies.

Ability to: Apply contract analysis and management principles and practices; Work in a matrixed team environment inclusive of technical staff, program staff, and vendors; develop and maintain cooperative and harmonious relationships with regional centers, other state departments, and the public; analyze situations accurately and take effective action; reason logically; analyze data and present ideas and information effectively; communicate effectively ; utilize critical-thinking and problem-solving skills with the ability to recommend practical mitigation strategies; maintain strong documentation, facilitation, and organizational skills.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Manager Name (Print)	Supervisor Signature	Date

Employee and Manager acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.