

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: IT Specialist I	Position Number: 673-860-1402-053
Incumbent Name: Vacant	Working Title: IT Acquisitions Analyst	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Information Services	Section/Unit: IT Procurement Contract & Reporting	Reporting Location: Sacramento / HQ
Supervisor's Name: Vacant	Supervisor's Classification: IT Supervisor II / IT Manager II	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Information Technology Procurement Contracts & Reporting Section (ITPCRS) is responsible for the following core functions:

- Procurements
- Contracts
- Budgets
- Human Resources

ITPCRS supports more than 1,800 end users in Sacramento, Riverside and other remote sites. ITPCRS works closely with OIS' Systems Development and Support Branch, IT Operations and Support Branch, and Security Operation Center to deliver mission-critical business applications and support services successfully and securely to CARB programs and external stakeholders.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under direction of the Information Technology Supervisor II (IT Sup II) of the ITPCRS within the Portfolio & Project Management Office (PPMO), the IT Specialist I (ITS I) manages complex IT-related contracts, including services agreements, software licenses and hardware maintenance contracts. This position works on complex, high-risk, politically sensitive, and high-cost IT procurements.

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The ITS I researches, analyzes, determines and/or recommends solicitation vehicles/methods to utilize for formal or informal IT Goods and/or Services procurements such as, Request for Proposal (RFP), Request for Offers (RFO), Request for Quotations (RFQ), etc. The ITS I conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customer's expectations. The ITS I is responsible for individual decisions and actions while working on systems using best practices and innovative technologies. When handling confidential personnel and/or business data, the ITS I must maintain confidentiality. INFORMATION TECHNOLOGY DOMAINS:

- ☒ Business Technology Management
- ☐ Information Security Engineering
- ☒ IT Project Management
- ☐ Software Engineering
- ☒ Client Services
- ☐ System Engineering

% of Time	Essential Functions
35%	Business Technology Management: Conducts complex IT Service contracts, including services agreements, software/hardware maintenance contracts and complex IT Procurements. Researches, analyzes, determines and/or recommends solicitation vehicles/methods to utilize for formal or informal IT Goods and/or Services contracts such as, but not limited to, RFP, RFO, RFQ, and Request for Information (RFI). Collaborates with Program and OIS technical staff to develop requirements, solicitation documents, statements of work, timelines, validates funding strategies, staffing qualifications and requirements, task and deliverable definitions, and evaluation criteria. Acts in a lead capacity to Information Technology Associate staff. Participates in the evaluation review process and conducts complex evaluation reviews. Maintains confidentiality of all IT solicitation documents and complies with all California Air Resources Board (CARB), California Department of Technology (CDT) and the Department of General Services (DGS) contract processes and procedures, to complete all IT solicitations through execution. Develops contract language, negotiates contract terms, resolves contract performance issues, serves as the CARB project manager for the contract, reviews work progress, makes recommendations to approve invoices, monitors, and tracks contract balances, and completes appropriate administrative documents to request new and/or to amend existing contracts. Ensures all documentation withstands any type of audit by internal management or external control agencies.
30%	IT Project Management: Manages complex IT-related acquisitions, including services agreements, software licenses and hardware maintenance contracts. Develops contract language,

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	negotiates contract terms, assists as a subject matter expert (SME) in resolving contract performance issues and files appropriate administrative documents submitted to amend contracts. Ensures all documentation withstands any type of audit by internal management or external control agencies.
30%	Client Services: Coordinates and collaborates with business units, technical experts, from both within and outside OIS to develop scope of work, timelines, funding strategies, staffing requirements, deliverable definitions, and evaluation criteria. Facilitate working sessions with SME, interviews with bidders and consultants, and response evaluation sessions with selection teams. Maintains confidentiality of all solicitation documents and complies with all CARB, DGS, CDT procurement and contracting processes, procedures, State laws, rules and regulations (such as the Public Contract Code (PCC), Government Code (GC), California Code of Regulations (CCR), Military and Veteran Code (M&VC), etc.), and any guideline/policy materials released by oversight agencies (such as Bulletin Boards (BBs), Technology Letters (TLs), State Information Management Manual (SIMM), State Administrative Manual (SAM), State Contracting Manual (SCM), etc.).

% of Time	Marginal Functions
5%	Organizes and implements special projects and assignments. Train other ITPCR staff members using formal and informal methods such as "train the trainer" or "on-the-job training".

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.

Requires prolonged periods of sitting at a desk and working on a computer.

Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.

Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.

Requires prolonged periods of sitting at a desk and working on a computer.

May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)

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| ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. |
| ☐ Travel up to _____ percentage |
| ☐ Bilingual Fluency needed in _____(language) |
| ☐ Other- |

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date