DUTY STATEMENT
DSH3002 (Rev. 11/2022)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name vacant	**Division** Technology Services Division			
Position No / Agency-Unit-Class-Serial 461-101-1401-003	**Unit** Administrative Services Unit			
Class Title Information Technology Associate Working Title: IT Procurement Analyst	**Location** DSH			
Subject to Conflict of Interest ☒Yes ☐No	**CBID** **R01**	**Work Week Group:2**	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under general supervision of the Information Technology Supervisor II, the Information Technology Associate (IT Associate) assists in meeting on-going IT procurements, support and services for the Department of State Hospitals (DSH). The incumbent provides back-up and support for budget functions of the Administrative Services Unit, upon request of management.

The primary duties of the IT Associate lie within the Business Technology Management domain of the IT Associate classification**.** Duties include **Business Technology Management** elements such as: Management of IT resources according to the DSH's priorities and needs including IT policy and program development, IT portfolio management, IT procurement, process reengineering, business analysis, research and development, strategic planning, product and/or delivery strategy.

% of time performing duties	**Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).**
35%	• **Serves as a trained procurement analyst for the DSH Technology /Services Division (TSD) which include Sacramento and DSH hospitals.** Responsible for tracking progress of and processing contracts, requisitions, and procurements. • Independently conducts analysis and preparation of IT acquisitions. • Pro-actively notifies management of renewals and expiration dates. • Prepares acquisition documents such as Requests for Proposals, Requests for Offer, Purchase Estimates, etc. to secure goods and services in conformance with all applicable State and Federal laws, statutes, regulations, policies, and procedures. • Works with department staff and management to determine recommendations on various procurements and contracts; assists in the successful execution. • Provides consistent, professional and quality customer service by responding to questions and requests professionally and timely. Communicates clearly and professionally to various internal and external stakeholders, both verbally and orally • Coordinates with TSD staff and management to prioritize requests.

25%	• **Assists in the development of both reporting and process documentation.** • Prepares and completes reports for submission to control agencies, as needed. • Assists in the development of contracting and purchasing documentation, as needed. • Evaluates bids and proposals to award contracts in a fair and impartial manner. • Provides procurement assistance and training to TSD staff, as requested.
25%	• **Provides excellent customer service** • Provides recommendations to improve acquisition processes to TSD staff and management. • Accompanies the ASU Supervisor II to meetings with Deputies and other management related to IT procurement needs, as requested. • Conducts analysis and suggests changes in IT procurement policies and practices.
15%	• Performs other work-related assignments as requested by management.
Working Conditions	A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal or when traveling to other locations; travel may be required to DSH facilities.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking

	and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments. TSD plays a significant role in ensuring continuity and quality of DSH's and its hospitals and psychiatric programs delivery of services and patient care through the delivery of highly effective IT service delivery systems. Consequence of error may result in minor to major IT service unavailability or ineffectiveness, causing direct impacts to the delivery of care to DSH patients. **Statement of Economic Interests / Form 700 Requirements:** The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer. **Ethics Training and Compliance:** Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

	If incumbent will be working out of one of the hospitals, the incumbent will be required to have clearances of Live Scan and Medical Evaluation prior to being hired. _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date