CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – INFORMATION TECHNOLOGY

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
ENTERPRISE INFORMATION SERVICES	065-622-1404-002			
DIVISION / UNIT	CLASSIFICATION TITLE			
	INFORMATION TECHNOLOGY SUPERVISOR II			
	WORKING TITLE			
	INFORMATION TECHNOLOGY SUPERVISOR II			
Office of the Chief Information Officer- Information Technology Contract Procurement Unit	TIME BASE / TENURE	CBID	WWG	COI
	FULL-TIME/PERM	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT			EFFECTIVE DATE
Birkmont Drive, Rancho Cordova				7/10/2026

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology (IT) services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation and support.

GENERAL STATEMENT

Under general direction of the IT Manager I (ITM I), the Information Technology Supervisor II (IT Sup II) will be responsible for supervising and overseeing the IT Contract Procurement Unit within Enterprise Information Services (EIS). Responsibilities will include quality assurance of all IT contract procurements within the California Department of Corrections and Rehabilitation (CDCR), within EIS. The IT Sup II will supervise overall unit activities and responsibilities including budgetary, personnel, and capacity planning and will participate in managing and supporting IT Governance policies, best practices, and processes ensuring they align

with various control agency requirements. The IT Sup II will oversee the planning, design, and delivery of various IT Contracts across the entire organization and act as backup for the IT Contract Management Unit within EIS.

INFORMATION TECHNOLOGY DOMAINS – PLACE AN "X" ON ALL APPLICABLE DOMAINS					
X	Business Technology Management		Client Services		Information Security Engineering
X	Information Technology Project Management		Software Engineering		System Engineering

% 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.
40%	**CDCR IT CONTRACT PROCUREMENTS** • Serve as the primary reviewer for the quality control of all IT contracts processed within the CDCR. • Review and approve IT contracts; submits IT contracts over $500,000 to IT Manager I for approval. • Coordinate and supervise the review of IT contracts and procurement documents, including: IT Procurement Plans, Solicitation documents, Non-Competitive Bid Justifications, Evaluation Criteria, IT Cost Models, Statement of Work (SOW), Purchase Requests, Purchase Orders, and Contracts. • Review procurement and funding documents to ensure compliance with the CDCR, the Department of General Services (DGS), and the California Department of Technology (CDT) standards, policies, and requirements. • Develop IT contract policies, procedures, methodologies, and standards for CDCR Programs and Institutions. • Ensure internal standards follow the DGS and the CDT guidelines, State Administration Manual (SAM), the Departmental Operations Manual (DOM) and State Contract Manual (SCM). • Define responsibilities, assign duties, and create staff accountability. • Supervise and monitor the progress of all IT contracts, IT procurements, and escalate to CDCR management as appropriate. • Train and mentor staff on current state and federal procurement regulations, best practices in IT Contract acquisitions and provide expertise as appropriate. • Manage and provide oversight to staff assignments as well as IT contracts that are coming up for renewal in order to ensure that CDCR does not have a lapse in service and coverage. • Run reports to manage upcoming workload, contract term end dates, mitigate issues, and develop process improvement, and assign to staff as appropriate. • Ensure that customers receive excellent services by answering questions, providing assistance, analysis, and advice. • Evaluate and recommend unified or consolidated contracts across CDCR to save cost.
35%	**VERIFICATION AND VALIDATION OF ALL CDCR IT CONTRACT PROCUREMENTS** • Monitors contract procurement files and review and release IT Contracts PRs and POs within a timely manner. • Work with the staff and ITAU to ensure government codes, rules and regulations for procurements are followed. • Works with the CDCR staff to ensure government codes, rules, and regulations are followed. • Ensure that the Log on SharePoint is up to date with all IT contracts requests executed and in progress, this includes IT services contracts that contain a security related component and must be carefully updated daily to ensure the integrity of the data. • Provide direction to staff who work with the IT Contract Management Unit to coordinate and develop, IT contracts including, but not limited to, Procurement Plans, Request for Information (RFI), Request for

	Offer (RFO), Request for Quote (RFQ), Request for Proposal (RFP), Statement of Work (SOW), and Evaluation and Selection reports (E&S reports).
15%	**SECTION SUPPORT AND PLANNING** • Responsible for assisting the Information Technology Manager I in establishing an IT Procurement and Contract center of excellence. • Plan, organize, direct, and manage the IT Contract procurement activities. • Develop contingency plans. • Provide guidance and direction in procurement, contractual, and administrative duties. • Provide guidance of technical staff and coordination of scheduling and completion of work. • Define annual staff training needs, prepare training plans, and obtain training for staff. • Develop individual development plans addressing in-service and out-service training needs. • Develop and evaluate assigned staff, including conducting performance appraisals. • Counsel individual employees on performance related issues and recognizing employee accomplishments. • Ensure that all staff are trained in IT Procurement and Contract laws and regulations. • Oversee unit personnel and recruitment activities. • Review and approves staff workload, travel itineraries, training requests, attendance reports, etc. • Provide unit weekly status reports and project updates. • Provide control agency documents, reports, and status updates. • Develop and evaluate assigned staff, including conducting performance appraisals. • Conducts staff meetings, share necessary information, and maintains open communication.
10%	**Department Liaison with Control Agencies, Auditors, Legislators** • Assist in providing information and data for legislative hearings. • Assist as a coordinator for all audits that impact IT contracts, including the Bureau of State Audits, DGS, CDT, DOF, and Office of Legal Affairs (OLA). • Perform other IT procurement and contract activities as needed and directed by management (e.g. analyze policy issues, prepare issue papers, provide guidance to departmental staff, and develop work plans). • Co-ordinate with procurement and contract supervisory teams to ensure back up and training is in place for Public Records Act requests. • Participate in State acquisitions training courses and IT acquisitions best practice forums provided by the Department of General Services, as required. • Performs other administrative and technical functions as required to support EIS. The incumbent may be assigned other duties and special project as needed. • May be asked to lead or supervise the EIS's Small Business/Disabled Veteran Business Enterprise (SB/DVBE) monthly or annual reporting duties on as-needed basis. • Other activities as required such as participating in Department and Division meetings.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- The consequence of error at the Supervisor II level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities, and budget implications.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE