STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
30460	Procurement Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Acquisitions Branch-One Time Acquisitions	707 Third Street, 2nd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Information Technology Specialist I	306-504-1402-087	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday, 8:00am to 5:00pm	Permanent	
WORKING TITLE	TIMEBASE	
	Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Information Technology (IT) Supervisor II in the One Time Acquisitions Unit within the Business Technology Management Domain, the IT Specialist I coordinates and controls all aspects of complex IT and non-IT acquisitions through procurement planning, solicitation development, negotiation, award, and contract administration phases of both competitive and non-competitive processes, and may act in a lead role over lower-level staff to ensure compliance with applicable laws, new legislation, statutes, regulations and policies, utilizing Cal eProcure, FI$Cal, SharePoint, Service Now, and MS Office.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Processes complex IT and Non-IT procurements by developing appropriate IT and Non-IT solicitation documents, conducting bidder conferences, evaluating and analyzing bids and proposals for compliance with contractual provisions and other requirements, negotiating and responding to protests, responding to public records requests, determine contract award and make recommendations to management, ensure and maintain competition and procure the appropriate goods and services.
35%	Facilitate execution of the procurement processes by meeting and collaborating with subject matter experts on the purpose of specific requirements and the various solicitation steps, including the submission of compliant bids, evaluation criteria, award methods, and protest procedures, in order

PERCENTAGE	DESCRIPTION
	to prepare a determination on the most appropriate IT and Non-IT acquisition methodologies for management review and/or approval, to ensure procurement procedures are followed.
15%	Collaborates with subject matter experts to execute and manage awarded purchase orders throughout the term and any extension periods by issuing amendments, cure letters, and resolving contract issues, in order to provide assistance to state agencies, to ensure purchase orders and contracts requirements are met in accordance with contract provisions, including delivery terms, specifications, and statements of work.
10%	Facilitates completion of complex special projects to develop and/or recommend improved acquisition tools and techniques by conducting research on new systems and/or software and stay current with new technology features, in order to provide advice and guidance on new legislative, regulatory, and process and/or procedural changes that impact purchasing and contracting services, to ensure state departments and contracting officials, buyers, or working level contacts are compliant and software solutions are enhanced.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Responds to internal/external requests for information regarding IT and non-IT acquisitions by providing consultation in order to respond to all inquiries in a timely manner to ensure excellent customer service is provided to internal and external customers. May perform other related duties and assignments within the scope of the IT Specialist I classification as necessary to meet operational needs

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

• Occasional off-site meetings within Sacramento and occasional out-of-town meetings within California that may require the use of various transportation modes, i.e. airplane, taxi, car.
• Use of hand cart and hand truck to transport documents and/or equipment; i.e. laptop computer, files, reference manuals, solicitation documents.
• Standing or sitting in a seated position for extended periods of time
• In times of state emergencies, may be required to respond 24/7 on–site, or off-site.
• Position is part of a distributed team that involves regularly working elsewhere and reporting to the office as needed/required.

DESIRABLE QUALIFICATIONS

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED