CAL GUARD
California Military Department
EST. 1850

CMD 900-54
(Rev. 09/2024)

DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification : Information Technology Specialist I	**Working Title:** Procurement & Acquisitions Coordinator
Position Number: 006-177-1402-114	**CBID:** R01
Work Week Group: 2	**Work Hours:** Monday – Friday; 8:00AM – 4:30PM
Command/Directorate/Unit: J6 State Network Team	**Physical Work Location:** 10601 Bear Hollow Drive Rancho Cordova, CA 95670
Supervisor Name: Heidi Handal	**Supervisor Classification/Rank:** Manager I
Current Incumbent: Vacant	**Effective Date:** TBD

Position Requirements:

☐ Conflict of Interest Filer (Form 700)
☐ California Driver's License
☐ Class A ☐ Class B ☐ Class C
☐ Class C w/Endorsement: _____

☐ Travel to Multiple Locations
☐ Occasional Travel
☐ Other (Specify): _____

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Description:
Under the direction of the Manager I, Chief of Business Operations, the Information Technology Specialist I (ITS I) serves as the IT Procurement and Acquisitions Coordinator for the California Military Department (CMD). The ITS I coordinates and analyzes IT procurement and solicitation activities, including gathering and evaluating business and technical requirements, researching technology solutions, coordinating purchasing documentation, monitoring expenditures and burn rates, and tracking procurement milestones. The ITS I collaborates with the CMD Comptroller's Office, program staff, managers, vendors, control agencies, and other government entities to ensure IT acquisitions meet departmental needs and comply with applicable procurement policies, technical architecture standards, and security requirements. The ITS I conducts research and analysis to support cost-effective purchasing decisions and recommend improvements to IT procurement processes.

Essential Functions:

30%

Analysis and Development of Contracts / Procurements

- Serves as a subject matter expert (SME) in coordinating and analyzing IT procurements and contracts for IT goods and services purchased by the State Network Team.
- Applies existing policies and state requirements to develop, review, and manage procurement-related documents (e.g., requisitions, contracts, amendments, Statements of Work, Interagency Agreements, Work Authorizations, Work Orders).
- Collaborates with business and technical team members to identify procurement requirements, develop procurement packages, research vendors, and determine appropriate contract vehicles to meet CMD business and technical needs..
- Review and evaluates vendor proposals, compares pricing for IT services, hardware, and software, and analyzes available options to recommend cost-effective solutions that meet technical requirements and provide the best value.

30%

Contract Maintenance and Closeout Activities

	• Coordinates IT procurements, contract renewals, and planned acquisitions to support the State Network Team's ongoing technology needs. • Supports IT procurement and contracting decisions by providing analyses and recommendations. • Collaborates with team members to estimate and track IT expenditures against the yearly spending plan and develop IT funding estimates. • Provides recommendations to management regarding budget changes necessary to support the organization from an IT perspective. • Assists in the development of Budget Change Concepts (BCCs), Budget Change Proposals (BCPs), Spring Finance Letters (SFLs), and May Revisions related to IT programs, projects, and resource requirements. • Responds to CMD executives and control agencies regarding IT budgets, funding requirements, and expenditures by providing relevant information and analysis.
25%	**Contract Financial and Policy Activities** • Create requisitions within FI$Cal (State system of record for purchases). • Ensures all procurement documentation follows California Department of Technology (CDT), California Department of General Services (DGS), SAM, SIMM, State Contracting Manual (SCM), Public Contract Code, California Government Code, and CMD policies and processes. • Develop, implement, and maintain CMD IT procurement and contracting policies, procedures, and standard operating procedures (SOPs). • Monitor and manage IT contracts and purchases to ensure goods and services comply with contractual requirements, terms, and conditions.
10%	**Procurement Activities** • Track, analyze, and maintain cost and budget information for IT purchases made by the State Network Team (SNT). • Analyze and provide recommendations to stakeholders regarding IT contract negotiations, services, pricing, terms, and service level agreements (SLAs). • Collaborate with internal stakeholders and external control agencies to ensure procurements comply with State acquisition laws, policies, and processes. • Review and evaluate solicitation packages and vendor bids for completeness. • Verify budget availability and coordinate with requesters to award purchase orders and maintain procurement tracking records. • Coordinate with stakeholders to confirm delivery windows and receipt of goods and services. • Participates in the vendor evaluation and selection process, prepare documents for bid award.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices. Information technology	

governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Skills: N/A

Ability to:
Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes. Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

Required Qualifications: N/A

Desirable Qualifications:
Familiarity with the following state contract vehicles:

- Requests for Quotations (RFQ)
- Requests for Offers (RFO)
- Invitations for Bids (IFB)
- Requests for Proposals (RFP)
- Non-Competitively Bid (NCB)
- Master Service Agreements
- Service Orders

Familiarity with acquisition approaches:

- Competitive
- Non-Competitive
- Existing Sources

Procurement principles and practices, contract management processes, financial and budgetary procedures related to purchasing, bid assessment methods, information tracking, and standard office software and hardware.

Work Environment:

- This position primarily works in an office setting with standard office equipment, artificial lighting and temperature control.

Physical/Mental Abilities:

- Ability to move IT materials, such as files or boxes of documents, and standard computer equipment weighing up to 50 lbs.

- Understand and apply procurement policies and principles, organize purchasing activities from requisition through distribution. Communicate efficiently with internal staff, vendors, and leadership. Manage multiple competing priorities while maintaining organized records.

Equipment Used:

- Telephones, computers with office automation, printer, facsimile, keyboard, mobile devices (iPads, iPhones, Cradle points, Mi-Fis) hand carts, step ladders and pallet jacks.

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	**Signature**	**Date**

Supervisor Statement:
I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	**Signature**	**Date**

State Personnel Office Use Only

State Personnel Certification: Approval

C&P Analyst Name (Print)	**Signature**	**Date**