California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
INFORMATION TECHNOLOGY ASSOCIATE	IT Procurement Analyst

BRANCH
Information & Technology Branch

DIVISION	OFFICE
Technology Services Division	Projects Procurement, & Reporting Office

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	4474	174-291-1401-004	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Domain: Business Technology Management

Under the general supervision of the Information Technology Manager I (PPRO Manager) in the Projects, Procurement, and Reporting Office (PPRO), the Information Technology Associate provides information technology (IT) procurement support as a PPRO Procurement Analyst. The incumbent is responsible for assisting and supporting the PPRO with IT commodity and services procurements for programs throughout the California Department of Education (CDE). The incumbent provides analysis and recommendations, as assigned or needed by the PPRO Manager. The incumbent assists with the development and maintenance of internal PPRO processes and procedures and supports the PPRO in meeting procurement reporting requirements.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent reports directly to the Projects Procurement, & Reporting Office Manager.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The incumbent may be required to sit for extended periods while working at a computer workstation, reviewing documents, and using a keyboard and mouse. The incumbent may also be responsible for managing multiple concurrent assignments and meeting strict deadlines.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 70	☒ Essential Function	☐ Non-Essential Function

Duties Performed

IT COMMODITIES PROCUREMENT AND SUPPORT – Conducts IT commodity and service procurements in accordance with Department of General Services (DGS) procurement rules, including the State Administrative Manual (SAM), State Contracting Manual (SCM), CDE procurement requirements, and other applicable policies and guidelines. Under general supervision of the PPRO Manager, performs all phases of the IT commodity procurement process, including assisting CDE staff with preparing procurement documents, reviewing procurement packages for compliance, soliciting bids or offers, completing procurements, and maintaining appropriate documentation.

Works with the PPRO Manager, PPRO staff, and other Technology Services Division (TSD) staff to support acquisition planning and determine appropriate procurement methodologies for IT purchases. Works with PPRO staff to develop and review solicitation packages and noncompetitive bid justifications related to the acquisition of IT commodities. Reviews procurement documents and conducts IT solicitations for the CDE's State Special Schools and Services Division (SSSSD) to ensure compliance with IT commodity and service requirements. Ensures CDE procurement procedures are maintained in accordance with state procurement policies established by DGS and CDE internal purchasing processes.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

CONTRACT SOLICITATION AND CONTRACT SUPPORT – Under the supervision of the PPRO Manager and/or the guidance of a Senior Information Technology Specialist I Procurement Analyst, constructs and advertises solicitations for IT contracts and executes purchase orders. Works with CDE staff to plan contract procurements and communicates with vendors submitting bids or offers. Logs contracts submitted to the PPRO for review from other divisions. Conducts an initial review of contracts to identify areas with potential IT components. Provides support, as requested, to PPRO staff to help ensure project procurements comply with the SAM, SCM, and other applicable procurement policies and guidelines.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

EFFECTIVE COMMUNICATION AND CUSTOMER SUPPORT – Communicates effectively, both orally and in writing, with a variety of audiences, including CDE staff and vendors. Provides excellent customer service to internal and external customers. Monitors the PPRO mailbox for inquiries regarding IT procurements and provides customer support as needed. Provides training and procurement guidance to CDE division IT coordinators and State Special Schools and Services Division (SSSSD) staff regarding changes to procurement policies and procedures. Serves as the CDE IT Small Business/Disabled Veteran Business Enterprise (SB/DVBE) Advocate.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

PPRO FUNCTIONAL AND INTRANET SUPPORT – Under the direction of the PPRO Manager, performs analytical activities in support of the PPRO (e.g., conducting an initial review of DGS Bulletins for potential impacts on procedures), develops solutions to operational issues, and participates in various projects as a team member. Participates in staff meetings and performs other job-related duties as required. Ensures the PPRO and IT Procurement intranet pages contain accurate, current, and relevant content, information, and forms. Under the direction of the PPRO Manager, updates webpages and documentation as needed and communicates changes and revisions to appropriate division staff in a timely manner.

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

• Experience providing commodity and service procurements in accordance with Department of General Services (DGS) and CDE procurement requirements, including the State Administrative Manual (SAM) and the State Contracting Manual (SCM).
• Experience working in FI$Cal as a purchasing agent.
• Experience conducting contract solicitations and executing contracts using purchase orders.
• Experience working with staff and management to plan procurements.
• Experience providing procurement guidance to management and staff based on Department of General Services (DGS) purchasing requirements, including the SAM and SCM.

PERSONAL CONTACTS

The incumbent will collaborate with employees at all levels of the Department, including managers, analysts, division liaisons, CDE leadership, external partners, and oversight agencies (e.g., the Department of General Services, Department of Finance, and contractors).

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor