STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DUTY STATEMENT
TECH 052 (REV. 02/2018)

PROPOSED

RPA NUMBER (HR USE ONLY)
26-082

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
11/20/26		Vacant

D. CIVIL SERVICE CLASSIFICATION	E. POSITION WORKING TITLE
Information Technology Specialist I	IT Procurement Specialist
F. CURRENT POSITION NUMBER	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
695-241-1402-008	
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION	I. SUPERVISOR NAME AND CLASSIFICATION
Office of Administration/Acquisitions & IT Program Management/Acquisition Services/IT Hardware Services/Prospect Green 3	Nhu Vo, Information Technology Supervisor II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)	K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO; DRIVING AN AUTOMOBILE ☐ YES ☒ NO
Monday-Friday, 8:00 AM-5:00 PM/ DAYS	

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management ☐ IT Project Management ☐ Client Services
☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering

Organizational Setting and Major Functions

Under the direction of the Information Technology Supervisor II, the Information Technology Specialist I (IT Spec I) acts as an IT Procurement Specialist for the Department of Technology performing a wide variety of high degree assignments associated with the procurement and contract management of Information Technology (IT) goods and services, such as software, hardware, consulting, mainframe and cloud-based technology.

Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)

% of time performing duties
35%

Core IT Procurement and Contract Development

- Analyze and interpret technical data from IT systems (e.g., asset inventories, usage reports, licensing metrics) to assist in developing and reviewing Statements of Work (SOWs), solicitation requirements, and contract scopes for IT acquisitions.
- Lead in the development of bid and offer evaluation criteria and participate in evaluating vendor proposals against documented IT technical and functional specifications.
- Draft and maintain Evaluation and Selection Reports, as well as Notifications of Intent to Award, for IT-related projects in compliance with the State Contracting Manual (SCM) and Statewide Information Management Manual (SIMM) guidelines.
- Support the review and clarification of contractual terms and conditions related to IT services/IT goods, including hardware equipment, consulting, subscription models, licensing, technical support, service levels, and data security obligations.
- Collaborate with system administrators, developers, and end users to gather and document business and technical requirements for IT procurements.
- Document changes to IT procurements and contract deliverables using project tracking tools (e.g., ServiceNow, SharePoint) and prepare related amendments, status reports, and meeting summaries.
- Apply applicable laws, rules, and policies, including the State Administrative Manual (SAM), SCM, SIMM, Department of General Services (DGS) Management Memos, and Executive Orders, to ensure contract and procurement compliance.
- Coordinate with customers and IT vendors to process requests for consulting services, hardware equipment, cloud-based services, and associated contract renewals or amendments.

25%

Strategic IT Support, Analysis, and Oversight

- Conduct research and perform technical analysis related to IT purchasing projects (e.g., total cost of ownership, product lifecycle, licensing models) and provide timely, data-driven insights for planning and decision support.
- Track and monitor IT contract milestones and deliverables, including support renewals, licensing expirations, and system implementation timelines, using contract tracking systems and IT asset tools.
- Manage contract repository data for executed IT agreements and ensure timely processing of contract renewals, extensions, and modifications.
- Provide technical consultation to internal stakeholders on IT contract management practices, procurement requirements, and vendor compliance with contractual terms.
- Respond to information requests from executive leadership, control agencies, and internal technical teams regarding contract status, technical terms, and procurement documentation.
- Assist in preparing decision-support documentation for IT procurements, including feasibility assessments, justification memos, and comparative analysis reports.
- Support technical coordination with the Office of Statewide Technology Procurement (OSTP), DGS Procurement Division, and Legal on the interpretation and execution of complex IT contract provisions.
- Assist in the development of responses and documentation for IT procurement protests, providing supporting materials and technical clarification as needed.

20%

Communication, Training, and Stakeholder Engagement

- Communicate key IT procurement and contract information to internal project teams and vendors, including deliverable expectations, support terms, and compliance requirements.
- Assist in the development and delivery of training sessions, instructional materials, and presentations regarding IT procurement processes, contract administration, and submission of IT purchase requests.
- Establish and maintain cooperative relationships with internal and external IT stakeholders, including vendors, technical project teams, and procurement staff.
- Provide guidance to vendors on doing business with the State's IT procurement processes, with a focus on outreach to Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE).
- Compile and report metrics on IT contract usage and vendor performance for department or control agency reviews.

Administrative IT Procurement Support

15%

- Maintain electronic and physical contract files and associated documentation in accordance with DGS and departmental retention policies, using contract management systems.
- Respond to ad hoc information requests related to IT contracts and procurement projects by retrieving data, formatting reports, and verifying contract terms.
- Attend DGS procurement forums and other meetings related to IT contracting and summarize key takeaways for internal use.
- Develop and prepare IT procurement presentations and meeting materials, document key decisions and issues, and ensure follow-up on open items with appropriate stakeholders.

5%

Marginal Functions **(Percentages shall be in increments of 5, and should be no more than 5%.)**

- Provide ad hoc instruction to staff on proper use of the P-Card program for purchasing low-value IT goods and services, including software and peripherals.
- Assist in the preparation of automated or on-demand contract usage reports and dashboards, supporting internal decision-making and performance tracking.

Work Environment Requirements

- This position is part of a distributed team that involves teleworking and reporting to CDT's headquarters or field offices as needed/required.
- Monday through Friday; 8:00 am until 5:00 pm. (*hours may be negotiable with the hiring supervisor*)
- Occasional overtime may be required.

Allocation Factors (Complete each of the following factors.)

Supervision Received:
The IT Spec I receives direction from an IT Supervisor II and may receive assignments from the Acquisition and IT Program Management IT Manager II and/or Acquisition Services IT Manager I. Incumbent performs IT procurement and contract activities under general supervision and exercises independent judgment within established policies, procedures, and guidelines.

Actions and Consequences:
This position requires accurate setting of priorities, intermediate word processing and desktop publishing skills, and excellent communication skills in order to complete each procurement transaction in the estimated procurement timeline. Plans and prioritizes work to meet procurement timelines using established IT procurement systems and processes. Errors in judgment or failure to follow procedures may cause delays, increased costs, or resource inefficiencies impacting the client and Department operations. Accurate documentation and communication are essential to prevent misunderstandings and reduce administrative burdens.

Personal Contacts:
Maintains regular contact with internal staff at all levels, including users, administrators, control agencies, and external vendors. The incumbent must conduct business professionally and discreetly, maintaining confidentiality and integrity throughout all stages of procurement activities.

Administrative and Supervisory Responsibilities: **(Indicate "None" if this is a non-supervisory position.)**
None

Supervision Exercised:
None

Other Information

Desirable Qualifications: **(List in order of importance.)**

- Knowledge of IT industry terminology and concepts;
- High aptitude for analysis and preparation of contracts containing extensive technical and legal terminology;
- Ability to communicate effectively verbally and in writing as appropriate for the needs of the audience.
- Ability to assess situations to determine the importance, urgency, and risks to the IT procurement project and/or contract and the organization;
- Ability to assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs;
- Ability to manage multiple IT procurement projects effectively in a fast-paced environment where priorities are constantly changing;
- Ability to exercise judgement and exercise a great deal of initiative;
- Ability to use a personal computer and a variety of word processing, database and spreadsheet software applications.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE