

DUTY STATEMENT

Employee Name:

Classification: Information Technology Associate (Business Technology Management)	Position Number: 580-152-1401-010
Working Title: Contract and Procurement Associate	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Data Center Operations and Services Branch (DCOSB)/Enterprise Architecture Services (EAS)

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Job Summary

Under general supervision of the Information Technology Manager I, the Information Technology Associate (ITA) assists with performing the tasks involved in the processing, selection, approval, and tracking of all California Department of Public Health (CDPH) Information Technology (IT) procurement. The ITA supporting the Enterprise Architecture Services (EAS) team will assist in procurement processing for all California Department of Public Health (CDPH) IT purchases included under the enterprise bundled services category. The ITA assists with the inventory forecasting and budgeting of IT expenditures. The ITA works very closely with all CDPH users and managers to provide assistance in addressing the enterprise IT procurement needs including assistance in identifying products and solutions that will best meet the department's needs and meet the architecture and security standard and policies.

Special Requirements

- ☒ None
- ☐ Supervision Exercised
- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% IT Procurement

Provides advanced level procurement activities for all enterprise IT purchases including desktop, laptop, servers, contracts, warranties, and other IT equipment for all CDPH users. Provides support in managing the IT enterprise bundle services equipment needs and availabilities. Works with technical staff in selecting, procuring, and tracking all new technology acquisitions, including software, servers, desktops, and laptops. Conducts research, evaluation, and recommendation of available hardware and software for potential use; installs, tests, and assists with evaluating acquired hardware and software. Supports, promotes, and provides recommendations for revisions to all IT policies and procedures relating to procurement. Supports and understands all IT standards, policies and procedures related to software, security, servers, desktop, and laptop configuration and support. Makes arrangements for both the logistics of receiving new equipment as well as for proper disposal of outdated equipment, as described in the State Administrative Manual (SAM). Collaborates with department IT staff on analytical studies and maintains a cooperative and effective relationship with department staff.

30% FISCAL Support

Monitors and tracks the cost associated with the procurement packages for all of the CDPH enterprise and bundle IT purchases. Reconciles, balances, and assures all purchases are within budget. Forecasts the impact of all new purchases to ensure that ITSD's expenditures are not over allocated. Analyzes, develops, and documents business and technical requirements for technology solutions and enablers. Tracks, monitors, and audits IT assets to maintain accountability using standard asset management tools and techniques in compliance with SAM and other applicable policies and regulations.

15% Project Coordination

Facilitates planning and coordination of the procurement of IT projects and helps to determine the best technological solutions at the appropriate cost. Participates in the preparation of project plans and proposals including Request for Offers (RFOs) and contract development. Works with project management teams to direct, schedule, and support CDPH IT procurement projects. Assists with some IT projects such as a workstation refresh through the entire project life cycle. Supports the preparation of weekly statistical reports for management review.

10% System Analysis and Asset Management

Utilizes the Department's asset management tools to inventory computer hardware and software licenses to ensure all programs are in compliance with vendor software license policies related to software; works with the various IT procurement and asset management systems; and prepares and maintains technical procedures and guidelines for staff use of computers and office automation software. Meets with other technical staff and management in scheduling resources, developing timelines, and resolving issues. Informs management, in a timely manner, when hardware warranties and software maintenance agreements are due for renewal, and when servers and associated software are not in compliance with department's standards, policies, and hardware/software licensing.

Marginal Functions (including percentage of time)

5% Performs other job related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe

provided a copy of this duty statement to the employee named above.		reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name	Date	Employee's Name	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRB Use Only:	Date		
Approved By:			