

Enterprise Information Services Duty Statement

Section:	Enterprise Information Services (EIS)
Unit:	Policy, Planning, Project Management & IT Acquisitions – IT Acquisitions Unit
Position Number:	065-620-1312-008
Classification:	Staff Information Systems Analyst (Specialist)
Date:	8/2/2016

Supervision: Under the general supervision of the Data Processing Manager II in the IT Acquisitions Unit (ITAU) under Policy, Planning, Project Management and IT Acquisitions (PPPMA), the Staff Information Systems Analyst (Specialist) (SISA Spec.) will perform a wide variety of moderate to highly complex Information Technology (IT) tasks in connection with the analysis, development, solicitation, and execution of IT contracts and procurements necessary to support the development, implementation, and maintenance of the Department's mission-critical IT projects and systems (e.g., Business Information Systems (BIS) Program, Strategic Offender Management System (SOMS) Program). In addition, the incumbent will function as the EIS Public Records Act (PRA) Coordinator by ensuring that all PRA requests are fulfilled within the legally mandated timeframes and in a professional manner.

Knowledge: The SISA Spec. will be expected to demonstrate proficiency in IT contract and procurement consulting, development, solicitation, award, and management. In addition, the incumbent must have exceptional written and verbal communication skills. Furthermore, the incumbent must demonstrate substantial knowledge of the State budgeting process; legislative and administrative procedures; the roles, responsibilities, and IT policies of oversight and control agencies, including the Department of General Services (DGS), California Technology Agency (OTech) and the Department of Finance (DOF); and the Department's mission and business functions in order to take into account the larger business perspective. The incumbent will be an advisor in applying this knowledge to secure resources, expertise, and approvals for large-scale IT solutions, and to sustain the Department's purchasing and project authority over IT acquisitions and IT projects. The incumbent will be expected to possess an advanced knowledge of the department's business and related priorities, and must be capable of taking into account the larger business perspective in supporting the PRA processes.

Guidelines: The SISA Spec. will interpret State laws, regulations, policy, and requirements relative to IT contracts, procurements, and project authority. Additionally, the incumbent will be expected to keep abreast of emerging developments within the competency areas of IT goods and services acquisition, project management, and project authority. In the normal course of their work, the incumbent must use a high degree of initiative and resourcefulness to develop the IT processes, IT standards, and IT guidelines supporting the Department's acquisition of IT goods and services.

Scope and Effect: The scope of work supports the development, implementation and maintenance of the Department's mission-critical IT projects and systems and the prioritization and management of all resources required to achieve the primary mission of CDCR. The incumbent must demonstrate competence in a specialized IT analytical role, be accountable for work done and decisions made, demonstrate technical or team leadership with a high degree of technical versatility and broad industry knowledge related to the acquisition of IT goods and services. The incumbent will act as the lead coordinator in the development, implementation,

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and enforcement of PRA requests including all related processes and procedures impacting the entire organization.

Complexity: The breadth of the position includes the review and/or preparation of various documents related to IT contracts and procurements, such as IT Procurement Plans, Requests for Information, Request for Offer, Request for Proposals, Request for Quotes, Assessment and Selection Reports, Non-Competitive Bid Justifications, and contracting and procurement request documents. The incumbent must be able to demonstrate leadership in defining and demonstrating proper acquisition methods, staying abreast of and understanding new/improved/modified mandates issued by control agencies. Additionally, the incumbent is responsible for originating new techniques, establishing criteria and developing process improvements for IT acquisitions. As such, the incumbent must be able to demonstrate initiative in identifying new issues and business opportunities for the Department's acquisition of IT goods and services and IT contract management.

Personal Contact: The incumbent must communicate effectively, both verbally and written, with subordinates, peers, clients, and customers at varying levels within the Department. The incumbent frequently contacts program area staff and vendors to provide oversight and adherence to contractual terms for IT contracts and procurements. On a regular basis, the incumbent has contact with IT staff, vendors, Office of Legal Affairs (OLA) and external entities to coordinate problem solving and ensure conformity of methods and practices.

Purpose of Contacts: The SISA Spec. must possess an ability to influence, motivate, persuade, and lead individuals or groups.

Specific responsibilities include the following:

45%	Information Technology Acquisitions Development
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- Coordinate, develop, provide quality review, knowledge, and expertise on IT contracts, procurements, and related documents, including but not limited to: IT Procurement Plans, IT solicitations (e.g., Request for Information, Request for Offer, Request for Proposal, Request for Quote), Assessment and Selection Reports, and Non-Competitive Bid Solicitations.
- Coordinate and develop IT contract and procurement solicitation documents; finalize scope of work statements; ensure State contracting terms and conditions meet the Department's needs.
- Participate in and assist with the preparation of IT project plans and IT project authority documentation as related to the acquisition of IT goods and services.

30%	Enterprise Contract Management
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- Coordinate contractor and staff activities, as well as administer and manage the Department's large-scale Enterprise IT contracts for products and services related to Department's mission-critical IT projects and systems.
- Review Contractor deliverables for adherence to terms and conditions and to ensure the contract remains within scope and budget.
- Evaluate, integrate, and support IT contract and procurement management tools for operational use to support IT procurement and contract management processes.

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- Provide specialized technical research, analysis, and facilitation services for EIS IT procurement and contract management processes.
- Research, analyze, and interpret IT licensing and maintenance support models, products, and solution opportunities for new Enterprise contracts.
- Research, prepare, and deliver presentations to technical project teams and managers related to IT procurement and contract management.

10%	Information Technology Acquisition Coordination and Consulting
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- Provide staff support as the Department's primary liaison with the Department of General Services, the OTech, and other control agencies for specific areas of responsibility.
- Review, interpret, and advise Department personnel of current State IT contract and procurement laws, regulations, policies, guidelines, and instructions.
- Prepare briefing materials relative to IT contract and procurement status and timelines for EIS and Executive management as appropriate.

10%	Public Records Act Coordinator
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- Communicate with vendors, members of the public, EIS managers and supervisors, Office of Legal Affairs, PRA Coordinator in accordance with Government Code 6250 which grants access right to public records maintained by local and state agencies.
- Enter and track all PRA requests into the Public Records Act Tracking System (PRATS) database and maintain the database as the status of the request changes.
- Coordinate collection and delivery of PRA requests for distribution as appropriate to requestors.
- Maintain statistics on departmental PRA workload.
- Report findings to EIS management.

5%	Communications and Development
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- Perform other IT project planning activities as needed and directed by management (e.g., analyze policy issues, prepare issue papers, provide guidance to departmental staff, and develop work plans).
- Participate in State acquisitions training courses and IT acquisitions best practice forums provided by DGS, as required.
- Participate in Department and Division meetings and other activities, as required.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____