

Enterprise Information Services Duty Statement

Section:	Enterprise Information Services
Unit:	Policy, Planning, Project Management & IT Acquisitions – IT Acquisitions Unit
Position Number:	065-639-1470-800
Classification:	Associate Information Systems Analyst (Specialist)
Date:	11/02/2016

Supervision: Under the direct supervision of the Staff Information Systems Analyst (Supervisor), the incumbent performs (fulltime) a wide variety of low to moderately complex Information Technology (IT) tasks in connection with the analysis, development, solicitation, and execution of IT procurements and contracts necessary to support the development, implementation and maintenance of the Department’s mission-critical IT projects and systems.

Knowledge: The incumbent in this full journey level position is expected to demonstrate general knowledge in IT procurement and contract consulting, development, solicitation, award, and management. Furthermore, the incumbent must demonstrate firm understanding of the business enterprise of the organization, including an appreciation for the salient political and regulatory issues faced by the Department, and the Department’s mission and business functions in order to take into account the larger business perspective. The incumbent must have exceptional written and verbal communication skills and must demonstrate the ability to utilize the reporting relationships, change of command, etc. in securing the resources necessary to complete assignments and independently solve a wide array of business issues relating to the Department’s purchasing and project authority over IT acquisitions and IT projects.

Guidelines: In the normal course of their work, the incumbent will use good judgment in interpreting State laws, regulations, policy and requirements relative to IT procurements, IT contracts, and IT project authority. Additionally, the incumbent is expected to function effectively across tasks established using available tools, methodologies and/or equipment without frequent references to others within the competency areas of IT goods and services acquisition, project management, and project authority in order to support the Department’s acquisition of IT goods and services. The incumbent will be able to apply selected technical tools, guidelines, etc. in such a way as to meet set targets of cost, time, quality, and performance to support 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 shall demonstrate broad industry knowledge related to the acquisition of IT goods and services and be accountable for work done and decisions made.

Complexity: The breadth of the position requires engaging in business relationships requiring tact and perspective and will involve being familiar with the implication and uses of new technologies. The incumbent must demonstrate initiative and make time available to ensure general and technical competencies are kept up-to-date in line with industry developments relating to the acquisition of IT goods and services. Work will also include 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,

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Request for Quotes, Procurement Summaries, Evaluation and Selection Reports, Non-Competitive Bid Justifications, and procurement and contract request documents.

Personal Contact: The incumbent must communicate effectively, both verbally and written, with peers, clients, and customers at varying levels within the Department. The incumbent frequently contacts program area staff to discuss operational or business needs and systems requirements, or with vendors for adherence to contractual terms for IT procurements and contracts. The incumbent will initiate routine contact with Department staff, vendors, and external entities to coordinate problem solving, methods, and practices.

Purpose of Contacts: The incumbent will plan, coordinate, and advise on work efforts which resolve business or operational problems. The incumbent must possess an ability to influence and motivate individuals and teams working toward mutual goals with a cooperative attitude.

Specific responsibilities include the following:

40%	Information Technology Acquisitions Development and Management
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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 Acquisition Methods (i.e., Competitive, Non-Competitively Bid, Leveraged Procurement Agreements), IT solicitations (i.e., Request for Information, Request for Offer, Request for Proposal, Request for Quote), and Evaluation and Selection Reports.
- Coordinate and develop IT procurement and contract solicitation documents; finalize scope of work statements; ensure State contracting terms and conditions meet the Department's needs.
- Provide specialized technical market research, analysis, interpretation, 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 Enterprise procurements. Report on technology and services being requested as service offering.
- Complete required department procurement forms and route for approval; enter required information into the internal tracking system and Business Information System (BIS).
- Coordinate contractor and staff activities for products and services related to Department's mission-critical IT projects and systems.

30%	Information Technology Acquisitions Coordination and Consulting
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- Provide staff support as the Department's primary liaison with the Department of General Services, the Department of Technology, 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 update materials relative to IT procurement and contract status and timelines for EIS and Executive management as appropriate.

20%	Public Records Act (PRA) Coordinator
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- Supports Staff Information Systems Analyst lead by communicating with vendors, members of the public, EIS managers and supervisors, Office of Legal Affairs, in accordance with Government Code 6250 which grants access 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 and prepare statistics on departmental PRA workload for management as appropriate.

10%	Communication and Development
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- Perform other IT special assignment activities as needed and directed by management (i.e., analyzing policy issues, preparing issue papers, providing guidance to departmental staff, developing work plans).
- Monitor and respond to ITAU mailbox regarding IT purchase orders, status updates, and technical assistance.
- Participate in State acquisitions training courses and IT acquisitions best practice forums provided by the Department of General Services, as required.
- Participate in Department and Division meetings and other activities, as required.
- Research, prepare and deliver presentations to technical project teams and managers related to IT procurement and contract management.
- Provide back up support for other ITAU staff and other duties as required.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____