

Enterprise Information Services Duty Statement

Section:	Enterprise Information Services
Unit:	Policy, Planning, Project Management & IT Acquisitions – IT Acquisitions Unit
Position Number:	065-620-1316-113
Classification:	Staff Information Systems Analyst (Supervisor)
Date:	4/4/2016

Supervision: Under the general supervision of the Data Processing Manager II of the Information Technology Acquisitions Unit (ITAU) of Enterprise Information Services (EIS), the Staff Information Systems Analyst (Supervisor) (SISA Sup.) will supervise a small staff of Information Systems analysts performing a wide variety of low to moderately complex Information Technology (IT) tasks in connection with the analysis, development, solicitation, and execution of IT procurements necessary to support the development, implementation, and maintenance of the Department's mission-critical IT projects and systems (e.g. Business Information Systems Project, Strategic Offender Management System Project).

Knowledge: The SISA Sup. is expected to have advanced technical knowledge of complex IT procurement consulting, development, solicitation, award, and management; demonstrate requisite knowledge of the State budgeting process; legislative and administrative procedures; the Department's mission and business functions in order to take into account the larger business perspective; and the roles, responsibilities, and IT policies of oversight and control agencies, including the Department of General Services, California Department of Technology, and the Department of Finance. The incumbent is expected to lead by applying this knowledge to secure resources, expertise, and required approvals for large-scale IT solutions, and to sustain the Department's purchasing and project authority over IT acquisitions and projects.

Abilities: This is a working supervisory level position for the ITAU. The SISA Sup. will work independently as a supervisor, exemplify leadership while defining and demonstrating proper procurement methods, and complete the most complex IT tasks related to procurements. The incumbent must possess an ability to influence, motivate, persuade, and lead individuals or groups; provide factual information to contacts; and consider and value differing viewpoints, goals, or objectives of others. Additionally, the incumbent is responsible for staying abreast of and understanding new/improved/modified mandates issued by State control agencies, originating new techniques, and developing/implementing policy and process improvements for IT acquisitions. As such, the incumbent must be able to demonstrate a high degree of initiative in recognizing and resolving issues and identifying new business opportunities for the Department's acquisition of IT goods and services and IT procurement management. The SISA Sup. will be responsible for interpreting State laws, regulations, policy, and requirements relative to IT procurements and project authority; use a high degree of initiative and resourcefulness to assist in the development and implementation of the IT processes, standards, guidelines, and training to support the Department's acquisition of IT goods and services; and is expected to keep abreast of emerging developments within the competency areas of IT goods and services acquisition, procurement management, project management, and project authority. The incumbent must have exceptional written and verbal communication skills.

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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 the CDCR.

Complexity: The breadth of the position includes, but is not limited to, the review and/or preparation of various documents related to IT procurements, such as IT Procurement Plans, Requests for Information, Request for Offer, Request for Quotes, Procurement Summary Reports, Non-Competitive Bid Justifications, procurement request documents; development, implementation, etc.

Personal Contact: The SISA Sup. must communicate effectively, both verbally and written, with subordinates, peers, management, clients, and customers at varying levels within the Department. On a regular basis, the incumbent will have contact with IT management, staff, vendors, and external entities to resolve issues and ensure conformity of methods and practices. The incumbent frequently contacts program area management, IT staff, and vendors to provide assistance in and oversight of adherence to contractual terms for IT procurements. The incumbent is expected to maintain a customer-friendly and professional attitude during all contact.

Specific responsibilities include, but are not limited to, the following:

40%	Information Technology Acquisitions Supervision
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- Supervise a small team of Information Systems analysts who perform a wide variety of low to moderately complex IT tasks in connection with the analysis, development, solicitation, and execution of IT procurements necessary to support the development, implementation, and maintenance of the Department's mission-critical IT projects and systems.
- Coordinate weekly staff meetings and one-on-one staff sessions to prioritize workload and assess the successes and shortcomings of staff.
- Document staff's performance and develop corrective plans to improve staff productivity.

30%	Information Technology Acquisitions Development
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- Coordinate, develop, provide quality review, knowledge, and expertise on IT procurements and related documents, including, but not limited to: IT Procurement Plans, IT solicitations (e.g. Request for Information, Request for Offer, Request for Quote), Procurement Summary Reports, and Non-Competitive Bid Solicitations.
- Coordinate and develop IT procurement solicitation documents; finalize Statements of Work; ensure State 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.
- Evaluate, integrate, and support IT procurement management tools for operational use to support IT procurement management processes.

20%	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 California Technology Agency, and other control agencies for specific areas of responsibility.

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- Review, interpret, and advise Department personnel of current State IT procurement laws, regulations, policies, guidelines, and instructions.
- Provide specialized technical research, analysis, and facilitation services for EIS IT procurement and procurement management processes.
- Research, prepare, and deliver presentations to technical project teams and managers related to IT procurement and procurement management.
- Prepare briefing materials relative to IT procurement status and timelines for EIS and Executive management as appropriate.

10%	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, develop work plans).
- 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.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____