STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY

DUTY STATEMENT

TECH 052 (REV. 10/2015)

RPA NUMBER (HR USE ONLY)
16-078
PROPOSED

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 September 8, 2016	B. APPOINTMENT EFFECTIVE DATE
C. CURRENT POSITION NUMBER 695-241-1470-701	D. PROPOSED POSITION NUMBER (LAST THREE (3) DIGITS ASSIGNED BY HR)
E. DIVISION / BRANCH / UNIT / PHYSICAL LOCATION OF POSITION Administration/ Procurement and Contract Services / Software Services Unit /Rancho Cordova	
F. CLASSIFICATION Associate Information Systems Analyst (Specialist)	G. INCUMBENT NAME
H. SUPERVISOR NAME AND CLASSIFICATION Danielle Kanelos, Senior Information Systems Analyst Supervisor	I. POSITION REQUIRES A FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) Monday – Friday 8:00 am – 5:00 pm	K. POSITION REQUIRES DRIVING AN AUTOMOBILE ☐ YES ☒ NO

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).

Organizational Setting and Major Functions

Under the general supervision of the Senior Information Systems Analyst (SISA) (Supervisor), the Associate Information Systems Analyst (AISA) (Specialist) acts as an acquisition agent for the Department of Technology and performs all duties associated with the procurement of Information Technology (IT) networks and systems, including software, consulting, hardware, equipment, and other related services. This position serves as the authority on IT acquisitions.

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

45% of time performing duties

Prepare IT solicitation and procurement documentation.

- Interprets raw technical data and clearly translate the information into comprehensive procurement documents, including Statements of Work.
- Communicate technical aspects of IT procurements to project teams and vendors.
- Act as a project leader on IT competitive procurements, including determination of the best acquisition method.
- Prepare IT solicitation documents for both formal and informal procurements, including Requests For Quotations (RFQ), Invitations For Bid (IFB) and Requests For Proposal (RFP) for acquisition of Hardware, Software, Equipment, and Services.
- Develop bid evaluation documents and prepare Evaluation and Selection Reports.
- Evaluate new and innovative alternatives and compare proposed product(s) with the technical specifications to determine if the proposal meets the project requirements.
- Directly assist Data Center management and the Dept. of General Services in defending protests filed by unsuccessful bidders

20 % of time performing duties

- Negotiate sensitive contractual IT requirements and prepare the appropriate contract, whether it is for purchase, lease, software license, rental, or personal services. This entails writing customized language, researching public contract code, and negotiating such in order to maintain the State's best interest and meet all public policy and laws in effect at any given time.

20 % of time performing duties

Research and apply all applicable laws, rules, and regulations, including Public Contract Code (PCC), Government Code (GC), State Administrative Manual (SAM), State Contracting Manual (SCM), State Information Management Manuel (SIMM), etc. for contracts or as it relates to procurement of IT Hardware, Personal or Software services.

10 % of time performing duties

- Develop and respond to request for information.
- Initiate, receive, and respond to request for procurement related information from executive and technical staff, control agencies, customers, and vendors;
- Analyze, prepare, and respond to Service Request Impact Analysis (CSS System)

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

5% of time performing duties	• Assemble, deliver, and file legal documents. • Develop presentation and meeting material. • Maintain paper files and attend meetings as applicable. • Document and respond to open issues. • Participate in the development and implementation of policy relative to IT procurements. **Work Environment Requirements** • Work Monday through Friday, permanent, full-time, day shift. • Periodic overtime and travel may be required. • Ability to sit for extended periods of time and have full movement from a sitting position to retrieve files above the head is required. • Ability to use personal computer and telephone (adaptive equipment may be utilized) is required. • Ability to retrieve and replace files that contain paper documents with a thickness of four inches is required. **Allocation Factors** **(Complete each of the following factors.)** **Supervision Received:** The AISA (Specialist) receives general supervision from the unit SISA Supervisor. The AISA must operate with independence in performing duties and has an in depth understanding of all procurement methods, their unique applications, and when to apply them. This position requires the analyst to utilize independence, creativity and ingenuity in processing procurement requests. **Actions and Consequences:** Lack of proper guidance and knowledgeable advice would have significant consequences to Department of Technology and/or its customer department's which could impact vital services to state entities, its employees, and/or citizens. The inability to translate specifications either verbally or in writing may cause delays in project schedules or purchasing incorrect or incompatible goods or services. **Personal Contacts:** The AISA is expected to have daily contact with various vendor groups, control agencies and/or contractors/consultants. Additionally, during the course of normal duties, incumbent may be required to present to Branch Chief, Division Director, Executive Management, Control Agencies, etc. It is important that the incumbent operates in a professional and discreet manner, as confidentiality is critical. **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.)** • Experience with all phases of state procurement and contracting processes related to software. • Experience in applying PCC, UCC, GC, SAM, SIMM, and SCM. • A strong background in the nomenclature of the IT industry in order to provide procurement direction to technical staff and clients for IT project planning. • An ability to maintain confidentiality. • A dependable, responsible, and positive attitude. • An ability to maintain consistent, predictable attendance in the performance of these specific functions. • Willingness to accept challenges, and handle multiple projects simultaneously. • An ability to effectively handle stress and deadlines. • An ability to write comprehensively, communicate with all levels of management, including executive and peers, attorneys, and external customers. • Experience working with automated financial systems and databases. • A sense of urgency when prioritizing daily work assignments. • An ability to analyze data and interpret into a procurement methodology which best fits the data center and its clients.

	• An ability to follow and apply the requirements of the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) programs. • Tact and good independent judgment, as well as professionalism and discreetness. • An ability to change priorities quickly.

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

Instructions	
Copies and Distribution	• Current and Proposed Duty Statements: Submit with Request for Personnel Action (RPA) package. • Approved Duty Statement: Supervisor reviews with incumbent; both supervisor and incumbent must sign and date. • Signed Copies: One copy to supervisor; one copy to incumbent; original to the Human Resources Branch.
Section A: Position Profile	Complete Sections A through K. If position number is changing, complete sections D, E, and F using the proposed position information. If incumbent's name is known, complete section G.
Section B: Position Functions & Duties	Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).
Organizational Setting and Major Functions	Provide a brief description of the position's reporting relationship, primary role, and purpose.
Essential Functions	Identify the fundamental job duties of the position that must be performed, with or without reasonable accommodation. **NOTE: Essential Functions shall be properly aligned with the classification specification. Percentages shall be in increments of 5, and should be no less than 5%. The total percentage of all functions (essential and marginal) must equal 100%.** Per Government Code section 12926.1 (a-c), a job function or task may be considered an essential function for several reasons, including, but not limited to: • The position exists to perform the function. • There are a limited number of other employees available to perform the function, or among whom the function can be distributed. • The function is highly specialized; the person is hired for special expertise or ability to perform the function. • Removal of the function would fundamentally alter the job. To write essential functions for the position: • Identify the major functions of the job. Most positions have five to seven major functions. • Identify the specific tasks associated with each major function (include end products). • Identify the level of work and why the work is done. The below is an example of how to write an essential function and the associated task statements: **ESSENTIAL FUNCTIONS** 45% — Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. Associated Tasks Statements • Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. • Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. • Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda]. • Participate in management activities, such as office organization, policies, and communication plans; coordinate, draft, and/or edit these and other sensitive documents.
Marginal Functions	Identify functions or tasks that are performed, but are not fundamental duties of the position. These are functions or duties that can be assigned to another employee and can be characterized as non-essential or marginal. The phrases "perform other related duties" or "perform other related work" can be used in the marginal functions field. **NOTE: Percentages shall be in increments of 5, and should be no more than 5%. The total percentage of all functions (essential and marginal) must equal 100%.**
Work Environment Requirements	Identify physical or mental requirements, work conditions, hazards, and equipment used on the job and required to perform the essential functions of the job. **NOTE: Specify in this section if a fingerprint background check is required.**
Allocation Factors	• Supervision Received: Identify the scope of initial instruction, how work is supervised while in progress, and nature and purpose of final review. • Actions and Consequences: Identify in what areas judgment, decisions, and recommendations are made, and probable effects of poor decisions or recommendations. • Personal Contacts: Identify with whom, how frequently, and for what purpose personal contacts are required with persons outside of the immediate work group. • Administrative and Supervisory Responsibilities: Briefly identify the extent of participation in management functions (e.g., planning, budgeting, cost control, reporting, selecting, placement, and development of personnel). Indicate "None" if a non-supervisory position. • Supervision Exercised: Identify the type of supervisory responsibility exercised and indicate whether supervision is a responsibility of the position or of a lead nature.
Other Information	Identify any significant factors or special requirements for this position that are not included elsewhere on this form. • Desirable Qualifications: Identify any special personal characteristics, interpersonal skills, additional qualifications, specific business needs, and additional attributes that will enhance the incumbent's ability to perform a particular function. (e.g., professional certification or license, general or specialized knowledge in the field, ability to qualify for a fidelity bond, aptitude for investigative work, skills and abilities above the required minimums.) **NOTE: Please list the desirable qualifications in order of importance, as they will be listed on the Job Opportunity Bulletin (JOB).**