

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Assistant Information Systems Analyst (Specialist)	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE	POSITION NUMBER 702-019-1479-xxx	EFFECTIVE DATE July 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under the general direction of the Branch Chief and in conjunction with the Associate Information Systems Analyst(s) in the Division of Procurement and Contracts, the Assistant Information Systems Analyst (Specialist) learns, assists, and performs a variety of analytical tasks in support of all aspects of complex information technology (IT) and telecommunications (Telecom) acquisitions. The incumbent possesses above average analytical and writing skills to assist in the development of a variety of procurement and contract documents. The Assistant ISA demonstrates proficiency with respect to information technology concepts and standards along with an understanding of procurement regulations. The incumbent prepares purchase orders for IT goods and services and assists in preparing solicitation documents. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
30% (E)	The incumbent cooperatively assists the Associate ISA and the Staff ISA in preparing acquisition solicitation documents, including Invitation for Bid (IFB), Request for Quote (RFQ), and Request for Proposal (RFP) in support of complex and sensitive information technology and telecommunications acquisitions. The incumbent assists the Associate ISA in providing expertise and advice to Department personnel on the applicable IT or Telecom procurement processes in accordance with Department of General Services Procurement Division (DGS-PD) policies, State Administrative Manual (SAM), State Contracting Manual (SCM) Volume III, Government Codes and Regulations, etc.

- 20% (E) The incumbent assists in the performance of a variety of consultative and analytical staff services. Assists in analysis of work products to evaluate and obtain the appropriate approvals and documentation required. Prepares purchase orders for IT goods and services. Accomplishes tasks in accordance with all applicable statutes, State Contract Manual, special purchasing delegation from Department of General Services (DGS), the State Administrative Manual and established levels of service for DPAC.
- 20% (E) The incumbent may, in conjunction with the Associate ISA, participate in meetings with Department personnel, on-site or at DGS, and occasionally off-site to resolve ambiguities and problems with the development of solicitation documents. Maintains current documentation and may assist in providing updates to IT Procurement team on acquisition tools and processes to ensure ongoing compliance with all policies and regulations.
- 20% (E) The incumbent may, in conjunction with the Associate ISA, participate on project teams to support the development of complex technology and telecommunications feasibility studies (FSR) and Information Technology Procurement Plans (ITPP). Assists in maintaining project updates for Department management and Division customers.
- 10% (M) Perform other duties as required.

SUPERVISION EXERCISED OVER OTHERS

No direct supervision is required of this position.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Demonstrate proficiency in Information Technology trends and capabilities, and goods and services; and desktop software applications, including Microsoft Office Suite. Working knowledge of procurement methodologies, equipment acquisitions and contracts.

Ability to:

- Communicate effectively, both oral and written.
- Work effectively under tight time constraints, client demands, and the pressure of multiple deadlines.
- Work with Associate and Staff ISA's, technical staff and with customers to determine the best acquisition strategy or to resolve issues that may arrive during the procurement cycle.
- Assist in preparing clear and concise reports, analyzing situations accurately, and taking effective action.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Improper application of statutes, purchasing delegation terms and conditions, State Contracting Manual or State Administrative Manual purchasing sections would incur serious consequences, such as a loss of purchasing delegation and authority, lawsuits, stoppage of work and significant monetary losses. Inadequate or incomplete specifications for purchase of items could cause acquisition of incorrect items, with the potential of large dollar losses to the Department. Improper specification analysis or delayed purchases could cause vendor claims for which the Department could be liable.

PUBLIC AND INTERNAL CONTACTS

Has frequent contact with employees at all levels in the Department of Transportation. Also has contact with the staff of DGS, DOF, and other control agencies, and external vendors.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video monitor. Requires the ability to develop and maintain cooperative working relationships; and respond appropriately to difficult and stressful situations. Must possess a high level of personal integrity, tact, and discretion.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel throughout the state.

Asst. ISA (Specialist)
Duty Statement
July 2014
Page 4

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE'S NAME (Please Print)

EMPLOYEE'S SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE