

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Information Systems Analyst (Specialist)	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE IT Service Acquisitions Analyst	POSITION 702-032-1470-xxx	EFFECTIVE 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 in the Division of Procurement and Contracts, the Associate Information Systems Analyst (Specialist) performs a variety of analytical tasks in support of all aspects of complex information technology (IT) service contracts and telecommunications (Telecom) acquisitions. The incumbent possesses above average analytical and writing skills to support the development of a variety of procurement and contract documents. The Associate ISA provides advice and expertise on varied procurement and contract questions, and demonstrates proficiency with respect to information technology concepts and standards along with an understanding of procurement regulations. The incumbent provides consultative and administrative support where the procurement advice or proposed acquisition plans will significantly impact the success of complex information technology and telecommunication projects. 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
40% (E)	Independently and cooperatively prepare information technology (IT) solicitation documents and manage the solicitation process through contract award and execution. Solicitation types may include Invitation for Bid (IFB), Request for Quote (RFQ), Request for Offer (RFO), and Request for Proposal (RFP). Manage acquisition processes, contract development and execution, and peer review of complex and sensitive IT and telecommunications (Telecom) service acquisitions.
30% (E)	Provide expertise and advice to Caltrans personnel on the applicable IT or Telecom procurement processes pursuant to Department of General Services Procurement Division (DGS-PD) and California Technology Agency (CTA)

policies, State Administrative Manual (SAM) guidelines, State Contracting Manuals (SCM), Government Code, Public Contract Code, and other applicable regulations. Provide consultative services to Caltrans customers to assist in the assessment of service needs, evaluation of options pursuant to requirements, and development of an action plan to secure those services. Assessment of needs and development of solutions may require meetings with Caltrans personnel, CTA, and DGS representatives to resolve ambiguities and problems with the development of solicitation documents.

Maintain current documentation of procedures, boilerplate templates, policies, and control Agency directives. Provide updates to the IT Acquisitions Office on tools and processes to ensure ongoing compliance with all policies and regulations.

20% (E) Participate on project teams to support the development of feasibility studies (FSR), strategic plan action items, performance measures, training curriculum and presentations, policies and procedures, and innovative process improvements. Maintain project updates for Caltrans management and customers.

Notify the Protest, Dispute, and Termination (PDT) Branch upon receipt of any protest or dispute. Partner with the PDT to provide information, assess circumstances, determine resolution and response to the protestor or DGS, and develop lessons learned documentation.

5% (M) Research system and software capabilities to stay current with emerging technologies using internet tools and participation in product information forums. Research and document IT service acquisition processes employed by other governmental entities to assess potential applicability to Caltrans' activities. Participate in team development of training materials and train internal customers on proper IT acquisition and contract management processes; limited travel may be required.

5% (M) Gather and analyze data related to workload standards and productivity. Develop reports for management's use in communicating workload activities and accomplishments. Update the DPAC IT Service Acquisition Branch's intranet page content, as necessary. 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, 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 technical staff, and with customers, to determine the best acquisition strategy or to resolve issues that may arrive during the procurement cycle.
- Prepare clear and concise reports, analyze situations accurately, and take effective action.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Improper application of statutes, regulations, purchasing delegation terms and conditions 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 could cause acquisition of incorrect items or service failure, with the potential of large dollar losses to the Caltrans. Improper specification analysis or delayed acquisitions could cause vendor claims for which Caltrans could be liable.

PUBLIC AND INTERNAL CONTACTS

Has frequent contact with employees at all levels in Caltrans. Also has contact with the staff of DGS-PD, CTA, OTech, 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, mouse, and 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.

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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