

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Information System Analyst (Specialist)	DISTRICT/DIVISION/OFFICE D20/Information Technology/Executive/ Management Support/IT Centralized Procurement Branch	
WORKING TITLE Contract Manager	POSITION NUMBER 900-170-1470-924	EFFECTIVE DATE June 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under general supervision of the Branch Chief, Information Technology (IT) Management Support Office, IT Centralized Procurement Branch, a Data Processing Manager I (DPM I), the Associate Information Systems Analyst (Specialist) serves as a member of the IT Centralized Procurement team for the Department. The incumbent has responsibility for on-going tasks related to IT acquisition processing as follows:

TYPICAL DUTIES:

E - Essential

M - Marginal

- 40% (E) Acts as the IT Management Support Office's Contract Manager supporting all District 20 contracts. Assists IT staff on the more varied and complex IT Procurement and Contract processes. Analyzes the most complex purchases and works with Accounting and DPAC to create a requisition in Advantage to ensure creation of a purchase order and payment. Reviews all IT funded Purchase Requests for goods and services including EDP hardware, software and maintenance, and general procurement such as office equipment and supplies. Incumbent reviews contracts and contract amendments to ensure timely processing and adherence to contract policies. Ensures compliance with the State Administration Manual, Public Contract Code, State Contract Manual and DPAC policy. Advises management of sensitive contract or vendor-related issues, including all non-competitive bids, and provides recommendations for resolution.

- 30% (E) Prepares and monitors reoccurring IT maintenance and contract renewals. Analyze all IT purchase order documents for inclusion on the District's annual Spending Plan. Tracks all Division IT purchase requests to ensure they flow through the process correctly and tie to the Spending Plan. Collaborates with the Office of the Chief Information Officer, IT Division Chiefs', DPAC and Accounting to renew hardware and software maintenance contracts. The incumbent performs in-depth analysis of Advantage reports to determine appropriateness of purchases. If necessary, the incumbent works with the Resource Manager to correct inappropriate transactions. Incumbent processes service contracts for repairs and maintenance of IT equipment.

- 15% (E) Review department IT purchase documents and IT service contracts for accuracy and completeness. Obtain appropriate approvals; and prepare and submit IT Certification documents. Serve as a liaison with working staff in the Department's programs to ensure timely preparation and submission of IT acquisitions. Create reports or other documentation, as directed.
- 10% (E) The incumbent will manage a MS Access, IT Procurement, multi-user database used to track IT Procurements and Service Contracts. Provide detailed status and ad-hoc reports to management. Establishes procedures, performance standards for processing Purchase Requests and trains staff as necessary. Works with the Resource Manager to develop internal and external contract reports. Reviews Advantage contract reports to request the movement of encumbrances or to disencumber resources.
- 5% (M) The incumbent back-ups other staff in the unit as needed, and may be asked to assist with other duties/tasks, as assigned. The incumbent may be asked to support other IT Management office staff as well. Continually reviews various procurement contracts (CSSI, CMAS, WSCA, etc.) to ensure compliance with actual contracts and contracting rules and state policies.

SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent must possess a high level of analytical skills and have a good working knowledge of the IT procurement and certification process. The incumbent must have the ability to communicate in verbal and written format clearly, concisely and in a manner that is easily understood by the intended audience. The incumbent must have the ability to communicate effectively with other technical personnel and program staff. The incumbent must be able to make rational and feasible decisions; effectively evaluate the results and consequences of such decisions and activities, as they relate to the procurement of IT goods and services.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is responsible for decisions, actions, and consequences related to administration, as well as resource management. Self-initiative and close attention to detail is required. Failure to accurately track purchases and/or identify and take advantage of cost-saving opportunities may result in incorrect purchase orders, billing errors, late deliveries and loss of funds, which may negatively impact IT's credibility with internal and external entities. Inappropriate disclosure of confidential information could jeopardize customer relations and/or lead to embarrassment to the IT organization and the Department and could have potential legal implications.

