

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Information Systems Analyst (Specialist)	<b>DISTRICT/DIVISION/OFFICE</b> D20/HQ-IT/Executive /Management Support/IT Centralized Procurement Branch	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 900-170-1312-xxx	<b>EFFECTIVE DATE</b> April 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 the direction of the Branch Chief, Information Technology (IT) Management Support Office, IT Centralized Procurement Branch, a Data Processing Manager I (DPM I), the Staff Information Systems Analyst (Specialist) serves as a member of the IT Centralized Procurement team for the Department. Serves as lead over the IT Acquisitions team and IT Certification approvals.

The incumbent will contribute to work on the IT acquisition process (purchasing and contracting of information technology services and commodities) and will provide assistance and guidance on the interpretation and application of laws, rules and regulations associated with the Department's IT acquisitions and IT certifications. The incumbent will make report on findings and will contribute to the acquisition decision-making process as follows:

**TYPICAL DUTIES:**

**E - Essential**

**M – Marginal**

50% (E) As the IT Management Support Office's Contract Manager Lead, supports all District 20 contracts. Leads IT staff on the more varied and complex IT procurement and contract processes.

Reviews and analyzes the most complex D20 IT purchasing documents for goods and services, including hardware, software, maintenance, and service contracts. 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 Division and Procurement and Contracts (DPAC) policy. Advises management of sensitive contract or vendor-related issues, including all non-competitive bids, and provides recommendations for resolution.

- 35% (E) The incumbent will be the subject matter expert on the interpretation of contract language associated with the Department's IT Certification of service contracts, determining whether a contract has IT components based on application of laws, rules, regulations, and policies relating to State Administrative Manual Section 4819.2. Continually reviews various procurement contracts (SSC, CMAS, WSCA, etc.) to ensure compliance with actual contracts and contracting rules and state policies.

Reviews statewide contracts and procurement purchase request packages to ensure proper classification of the purchase, and compliance with applicable laws, regulations, and policies for IT certification approval. Apply Department Hardware and Software Standards. Be familiar with DGS leveraged procurement vehicles and other statewide contracts.

- 10% (E) Develop, document and maintain an IT acquisition education program customized to meet the Department's specific needs for the Division, including procurement processes, the topics of liability exposure, copyright law, and compliance with state policies.

- 5% (M) The incumbent may be asked to support other IT Management office staff as well. Participates in meetings with IT managers or staff from other divisions to obtain information and determine clarification when needed with procurement policies and processes. The incumbent has responsibility for on-going tasks related to enterprise and volume license software IT acquisition planning and processing. Continually reviews various procurements and contracts (Statewide Commodity Contracts, CMAS, WSCA, etc.) to ensure compliance with Department, State, and Federal policies and mandates.

**SUPERVISION EXERCISED OVER OTHERS:**

None. This function requires serving in a lead role over other team members at the Assistant/Associate ISA levels.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

The incumbent must possess a high level of analytical skills and have a good working knowledge of the State requirements for IT Asset Management as outlined in SAM section 4846 and IT procurement and service contract process. The ability to communicate in verbal and written format clearly, concisely and in a manner that is easily understood by the intended audience, including the ability to develop and document new processes. 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 and effectively evaluate the results and consequences in view of the of the Department IT Asset Management and as they relate to the procurement of IT goods and services.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The Department will depend on the Staff Information Systems Analyst's work products to effectively and successfully implement IT standards and their associated processes and procedures. Additionally, the Department will use the work done by the Staff Information Systems Analyst to guide IT acquisitions within the Department. Poor judgment and/or decisions will have a negative impact on the Department's ability to manage its IT procurements. This may result in the approval of acquisitions that do not comply with the Department's standards. Poor judgment may also lead to ineffective or illegal procurement practices. Should this occur, the Department may lose its ability to exercise its delegated acquisition authority. This may lead to a further loss of authority and affect the timeliness of future IT procurements.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent will be called upon to interface closely with other working-level programs, the Division of Procurement and Contracts, Caltrans Legal Division, IT, budget and administrative staff at Headquarters, and in the Districts. The incumbent may also be required to contact other government and/or control agencies (e.g., the Technology Agency, Department of General Services, Department of Finance, etc.) and vendors or outside consultants who may be providing IT services to the Department.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Mental requirements include: openness to change and new information; ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional requirements include: ability to value cultural diversity and other individual differences in the workforce; ability to adjust rapidly to new situations warranting attention and resolution; ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; ability to be tactful and treat others with respect.

**WORK ENVIRONMENT:**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting using a personal computer. Employee may be required to travel for training and to conduct the public and internal contacts referenced above.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

**VACANT**

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Employee's Name	Date	Employee's Signature	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

**ELKE KLEINKE**

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Supervisor's Name (please print)	Supervisor's Signature	Date
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