



# career opportunity

## California Department of Technology

Statewide Technology Procurement Division

Senior Information Systems Analyst, \$5,824-\$7,655\*

**\*Salary does not include the 4% GSI effective 7/1/17**

Permanent/Fulltime

Final File Date: Until Filled

Multiple Openings

### Who Are We?

As *the* central IT organization for the State of California, the Department of Technology's Headquarters Office is responsible for the approval and oversight of all state IT projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

Among other responsibilities, our Headquarters Office develops and maintains the state's Enterprise Architecture framework, and ensures the confidentiality, integrity, and availability of state systems and applications. We also develop and implement policy and direction for the State's IT program, priorities, and initiatives.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in Rancho Cordova with free parking.

### What You'll Be Doing...

Under the general direction of the Data Processing Manager III (DPM III), the Senior Information Systems Analyst (Specialist) has responsibility for development of innovative procurement approaches and coordinates and controls all aspects of the most complex and sensitive acquisitions related to reportable Information Technology (IT) and Telecommunications (Telecom) projects in accordance with Public Contract Code (PCC) Sections 12100 and 12120 and compliance with the Project Approval Lifecycle (PAL) Framework.

**The Senior Information Systems Analyst position is designated under the Conflict of Interest Code. The Senior Information Systems Analyst is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.**

For a more complete job description, view the following Duty Statement.



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## Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Working knowledge of IT and Telecom project procurement methodologies and fundamentals.
- Knowledge of business/systems analysis and requirements development best practices and methodologies.
- Knowledge of project, contract, and/or vendor management methodologies and best practices.
- Experience with State-level policies and procedures relating to the acquisition of statewide IT and Telecom goods and services.
- Experience in principles, practices, and trends of IT and Telecom acquisitions.
- Experience in current computer industry technology and best practices.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly, the ability to represent the CDT effectively with all levels of government, control agencies, Legislature, key customers, stakeholders, and internal staff.
- Ability to develop and evaluate alternatives, make decisions, and take appropriate action.
- Ability to handle multiple project simultaneously and accept challenges.
- Ability to establish and maintain priorities.
- Ability to exercise a high degree of initiative, independence of action and originality, and must demonstrate tact and good independent judgement.
- Ability to effectively plan, coordinate, manage, and direct the activities of various teams.
- Ability to consult and advise interested parties on a variety of subject-matter areas, effectively translating IT and Telecom technical terms into everyday language.
- Must be proficient in Word, familiar with Excel and Visio software, and have a working knowledge of PeopleSoft ERP and Fi\$Cal/Cal eProcure, as they will be used regularly.

## How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY  
Human Resources  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810  
Attn: Angie Edwards, RPA 16-310  
Inquiries: Cathy Herzig (916) 431-4288

**When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; as well as your eligibility in the Explanations box; otherwise, your application may not be processed.**

To be considered for the position of a **Senior Information Systems Analyst (Specialist)** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <https://cdt.ca.gov/career-opportunities/job-openings/> for information and instructions on the hiring process.

## The Fine Print...

Applications will be accepted only from individuals currently at the **Senior Information Systems Analyst (Specialist)** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.





**DUTY STATEMENT**

TECH 052 (REV. 08/2015)

**PROPOSED****RPA NUMBER (HR USE ONLY)****16-310****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 6/20/17	B. APPOINTMENT EFFECTIVE DATE
C. CURRENT POSITION NUMBER 695-440-1337-XXX	D. PROPOSED POSITION NUMBER (LAST THREE (3) DIGITS ASSIGNED BY HR)
E. DIVISION / BRANCH / UNIT / PHYSICAL LOCATION OF POSITION Statewide Technology Procurement / Rancho Cordova	
F. CLASSIFICATION Senior Information Systems Analyst (Specialist)	G. INCUMBENT NAME
H. SUPERVISOR NAME AND CLASSIFICATION Data Processing Manager III	I. POSITION REQUIRES A FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-Fri, 8- 5 p.m./day	K. POSITION REQUIRES DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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).

	<p><b>Organizational Setting and Major Functions</b></p> <p>Under the general direction of the Data Processing Manager III (DPM III), the Senior Information Systems Analyst (Specialist) has responsibility for development of innovative procurement approaches and coordinates and controls all aspects of the most complex and sensitive acquisitions related to reportable Information Technology (IT) and Telecommunications (Telecom) projects in accordance with Public Contract Code (PCC) Sections 12100 and 12120 and compliance with the Project Approval Lifecycle (PAL) Framework.</p> <p><b>The Senior Information Systems Analyst (Specialist) position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of, governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within thirty (30) days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p>
<p>% of time performing duties 35%</p>	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p><b>Performs completed staff work on a variety of technical IT acquisition issues as follows:</b></p> <p>On behalf of the California Department of Technology (CDT) Statewide Technology Procurement (STP), the Senior Information Systems Analyst (Specialist) facilitates the statewide procurement process for the most difficult and sensitive IT and Telecom acquisitions by developing solicitation documents and bid specifications for both competitive and non-competitive transactions in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Analyze customer State agencies/departments requests for special requirements by reviewing the administrative, functional, non-functional, and technical requirements for relevance, completeness, and accuracy.</li> <li>Conduct meetings with management of large customer State agencies/departments including program supervisors, managers, other executive levels, and technical staff, on-site or off-site at the requesting State agency/department's location to resolve ambiguities and/or issues with the development of solicitations.</li> <li>Develop solicitation documents based on feedback gathered through meetings with State agency/department representatives and specifications established by State agencies/departments' programs and subject matter experts.</li> </ul>
<p>30%</p>	<p>Assist in contract negotiations for the most difficult and sensitive IT and Telecom projects to facilitate the reconciliation and resolution of the State's and/or suppliers/vendors' concerns relative to administrative, functional, non-functional, and technical requirements, while maintaining competition (as applicable) in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Ensure the State agency/department's needs are met by extending efforts to secure suppliers/vendors' competition and compliance to the solicitation; may develop alternative selection evaluation models unique to individual acquisitions.</li> <li>Lead teams in various formal settings and facilitates the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, evaluations, and protests; is ultimately responsible for team decisions.</li> </ul>



failed projects. This would severely impact the CDT's ability to procure essential statewide IT goods and services on behalf of State agencies/departments.

**Personal Contacts:**

The incumbent will have regular contact with CDT leadership. Other contacts include all levels of staff from the Legislature, Department of Finance, California Department of Human Resources, State Personnel Board, Department of General Services, other State agencies/departments' executives, and suppliers/vendors.

**Administrative and Supervisory Responsibilities:** (Indicate "None" if this is a non-supervisory position.)

None

**Supervision Exercised:**

None

**Other Information**

The incumbent must be conversant with departmental and state personnel policies and procedures and ensure that these are adhered to when dealing with all levels of staff. The incumbent must possess a detailed knowledge of the State's procurement process and a working understanding of the detailed aspects. The incumbent must be thoroughly familiar with IT and Telecom projects and the principles of public administration and business and contract law, as well as legal issues specific to government and IT and Telecom procurement and contracting.

**Desirable Qualifications:** (List in order of importance.)

The successful incumbent should possess:

- Working knowledge of IT and Telecom project procurement methodologies and fundamentals.
- Knowledge of business/systems analysis and requirements development best practices and methodologies.
- Knowledge of project, contract, and/or vendor management methodologies and best practices.
- Experience with State-level policies and procedures relating to the acquisition of statewide IT and Telecom goods and services.
- Experience in principles, practices, and trends of IT and Telecom acquisitions.
- Experience in current computer industry technology and best practices.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly, the ability to represent the CDT effectively with all levels of government, control agencies, Legislature, key customers, stakeholders, and internal staff.
- Ability to develop and evaluate alternatives, make decisions, and take appropriate action.
- Ability to handle multiple project simultaneously and accept challenges.
- Ability to establish and maintain priorities.
- Ability to exercise a high degree of initiative, independence of action and originality, and must demonstrate tact and good independent judgement.
- Ability to effectively plan, coordinate, manage, and direct the activities of various teams.
- Ability to consult and advise interested parties on a variety of subject-matter areas, effectively translating IT and Telecom technical terms into everyday language.
- Must be proficient in Word, familiar with Excel and Visio software, and have a working knowledge of PeopleSoft ERP and Fi\$Cal/Cal eProcure, as they will be used regularly.

**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