







# **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.



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.











# career opportunity

# 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; <u>as well as your eligibility in the Explanations box</u>; 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 <a href="https://cdt.ca.gov/career-opportunities/job-openings/">https://cdt.ca.gov/career-opportunities/job-openings/</a> 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.

STATE OF CALIFORNIA CALIFORNIA DEPARTMENT OF TECHNOLOGY

**DUTY STATEMENT** 

TECH 052 (REV. 08/2015)

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<br>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  |  | G. INCUMBENT NAME   |  |  |
| Senior Information Systems Analyst (Specialist)  |  |   |  |  |
| H. SUPERVISOR NAME AND CLASSIFICATION  |  | I. POSITION REQUIRES A FINGERPRINT BACKGROUND CHECK   |  |  |
| Data Processing Manager III  |  | ☐ YES 🔀 NO  |  |  |
| J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)   |  | K. POSITION REQUIRES DRIVING AN AUTOMOBILE  |  |  |
| M-Fri, 8- 5 p.m./day   |  | ☐ YES ⊠ NO  |  |  |
|  | ition Functions and Duties   |   |  |  |
| Identify the major func  |  | time spent annually on each (list higher percentages first).  |  |  |
|  | Organizational Setting and Major Functions   |   |  |  |
|  | 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. |   |  |  |
|  | Interest Code. The position is responsible decisions that may potentially have a mate  | (Specialist) position is designated under the Conflict of for making, or participating in the making of, governmental erial effect on personal financial interests. The appointee is (30) days of appointment. Failure to comply with the Conflict e appointment. |  |  |
|  | Essential Functions (Percentages shall be in   | increments of 5, and should be no less than 5%.)  |  |  |
| % of time  | Performs completed staff work on a variety of technical IT acquisition issues as follows:  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   |   |  |  |
| performing duties<br>35%   |  |   |  |  |
|  | 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:  |   |  |  |
|  | <ul> <li>Analyze customer State agencies/departments requests for special requirements by reviewing the<br/>administrative, functional, non-functional, and technical requirements for relevance, completeness, and</li> </ul>   |   |  |  |
|  | supervisors, managers, other executive<br>State agency/department's location to<br>solicitations.  | large customer State agencies/departments including program levels, and technical staff, on-site or off-site at the requesting resolve ambiguities and/or issues with the development of  |  |  |
|  |  | ed on feedback gathered through meetings with State and specifications established by State agencies/departments'   |  |  |
| 30%  | reconciliation and resolution of the State's functional, non-functional, and technical reaccordance with State and Federal laws relationare not limited to:  | difficult and sensitive IT and Telecom projects to facilitate the and/or suppliers/vendors' concerns relative to administrative, quirements, while maintaining competition (as applicable) in ng to procurement and contracting activities. Duties include, but   |  |  |
|  |  | needs are met by extending efforts to secure suppliers/vendors' licitation; may develop alternative selection evaluation models   |  |  |
|  |  | gs and facilitates the procurement planning phase, bidder fidential discussions, evaluations, and protests; is ultimately   |  |  |

- Negotiate solicitation changes for the State and/or suppliers/vendors' by determining if contract change proposals submitted by competing suppliers/vendors should be made through communication with STP management.
- Lead and participate in projects evaluating the most complex and sensitive acquisitions, peer review and
  evaluation sessions, testing or demonstration of bidder's equipment, notification of award, and protest
  hearings by meeting with management of various large 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.
- Determine the proposed awardee(s) by evaluating bid submittals based on requirements of the solicitation that includes reviewing bid costs, specification compliance, delivery terms, brand and models offered, recycle content, etc.

20%

Provide acquisition consulting services in accordance with policies and State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:

- Advise State agencies/departments on the applicable IT and Telecom procurement processes and applicable government codes and regulations, including steps to achieve a successful award by meeting with management of various large State agencies/departments including program supervisors, managers, other executive levels, and technical staff, on-site or off-site at the requesting state department's location.
- Advise suppliers/vendors on the purpose for specific requirements and the various solicitation steps
  including submission of compliant responses/bids, evaluation criteria, award methodology, and protest
  procedures by meeting with private sector executives, on-site or off-site at the requesting
  supplier/vendor's location.

10%

Complete administrative assignments as instructed by the DPM III to assure continuous improvement of the IT and Telecom acquisition process, in accordance with State and Federal laws relating to procurement and contracting activities. Duties include, but are not limited to:

- Participate in developing STP's policies and procedures in an effort to continuously improve the IT and Telecom acquisition process.
- Provide expertise and knowledge on the procurement process cycle, department needs, and data capture information routinely requested by CDT leadership and other State agencies/departments.
- Process Public Records Act (PRA) requests for IT and Telecommunication acquisitions by identifying the types of documents required and establishing timelines to meet all statutory and division policies. Retrieves documents and transmits to division PRA Coordinator and legal counsel.
- Develop and/or recommend improved acquisition tools and techniques to enhance the IT and Telecom
  acquisition process by conducting research on new systems, hardware, and/or software capabilities and
  staying current with new technology features, while using internet tools and conducting discussions with
  suppliers/vendors.
- Review and/or provide valuable feedback for all Stages in the PAL process as a Critical Partner.

5% of time performing duties

#### Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Perform other related duties as required.
- Participate in the developing and/or conducting training classes (e.g., CAL-PCA) for the competitive and non-competitive acquisition of IT and Telecom goods and services in accordance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Codes (PCC), State Information Management Manual (SIMM), State Telecommunications Management Manual (STMM), Government Codes and Regulations, PAL Framework, Executive Orders, etc., in order to provide professional development courses and seminars to the State's procurement and contracting community.

### Work Environment Requirements

- Use of a personal computer, related software applications, and various office and communications equipment is required.
- Must be able to travel to customer department sites primarily in Sacramento County; however, occasional travel to other locations within California may be required.
- May be required to work outside of normal business hours.
- May be required to carry a mobile computing device (e.g., cell phone, laptop).

## Allocation Factors (Complete each of the following factors.)

#### **Supervision Received:**

The Senior Information Systems Analyst (Specialist) receives general direction from the Data Processing Manager III.

#### **Actions and Consequences:**

The acquisitions for reportable IT and Telecom projects are highly visible and are often subject to public scrutiny. The incumbent is expected to act independently with program supervisors, managers, other executive levels, and technical staff, to effectively review and develop IT and Telecom procurement policy, procedures, and solicitations. Failure to accurately develop IT and Telecom solicitations and their respective contracts could result in customer dissatisfaction, illegal procurements, contract disputes, and

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.) **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 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

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| 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 |  |  |
|   |                      |      |  |  |