

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**11658-ETS**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Administration Division, Enterprise Technology Solutions	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> Project and Portfolio Management (PPM) – West Sacramento	<b>CLASS TITLE</b> Staff Information Systems Analyst (Specialist)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> West Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-072-1312-925

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**  
Under general supervision of the Portfolio and Project Management (PPM) Unit Data Processing Manager II (DPMII), the incumbent acts as project leader for complex information technology (IT) support on IT studies and/or systems, expert guidance to ETS managers on standard IT processes and procedures for solicitation of documents, and technical project lead for the development of various IT projects.

<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
35%	<p>All duties are performed in accordance with DGS' Information Technology (IT) standards, policies, procedures, processes, and guidelines, and in compliance with DGS' Information Security Policies and Procedures, Public Contract Code (PCC), Government Code, Business and Professions Code, State Administrative Manual (SAM), State Information Management Manual (SIMM), and Uniform Commercial Code (UCC)</p> <p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p><b>IT Project Management Support</b> In order to deliver technology driven solutions to meet customer business needs within the guidelines of DGS Enterprise Technology Governance:</p> <ul style="list-style-type: none"> <li>Support the PPM with all phases of complex IT projects (e.g. enterprise solution implementation/upgrades), including but not limited to; needs assessments, business process review, requirements documentation, alternative solutions research, transition plan development, deliverables review, and analytic support as projects go live.</li> </ul>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <ul style="list-style-type: none"> <li>Act as technical project lead for complex development of non-reportable IT projects.</li> <li>Review concept papers, decision memos, and charters to ensure they meet the Department of Technology criteria.</li> <li>Provide verbal and written notifications to business partners on proposed complex IT solutions. Presents recommendations to IT Governance Team on complex IT solution proposals.</li> <li>Support the PPM with developing, analyzing and reviewing complex Feasibility Study Reports (FSRs), Special Project Reports (SPRs) and Post Implementation Evaluation Reports (PIERs) by researching IT industry trends, new technologies, and State and Departmental IT policies, procedures and processes. Validate completeness and compliance with DGS' IT Standards, Agency Information Management Strategy (AIMS), and business partner goals.</li> </ul>
35%	<p><b>Statement Of Work (SOW) Preparation</b></p> <p>In order to comply to Department of General Services' Procurement Division's SOW standards:</p> <ul style="list-style-type: none"> <li>Confer with business partners and ETS managers generating complex SOWs meeting business IT needs; referencing State IT standards and specifications, as based on the solicitation method.</li> <li>Facilitate requirement gathering meetings to define the business IT needs.</li> <li>Facilitate SOW sign off meetings with Project Managers and ETS management</li> <li>Act as liaison between OBAS and ETS to ensure all IT compliance and required IT policies, procedures and documentation standards are met within the SOW.</li> <li>Continuously stay current on IT procurement laws, regulations, policies, and procedures, including determining the type of procurement and threshold requirements</li> <li>Provides advice and guidance on new complex legislative changes, regulatory changes, and new policies and/or procedures that impact IT purchasing and contracting services by meeting with OBAS, state agency contracting officials, buyers, or working-level contacts, at on-site and occasionally off-site locations.</li> </ul>
20%	<p><b>IT Contract Management</b></p> <p>In order to provide contract management to all department IT contracts:</p> <ul style="list-style-type: none"> <li>Oversee complex contract deliverables of vendor delivered State IT contracts</li> <li>Liaison ensuring alignment of expectations between State and vendor</li> <li>Vendor Relationship management</li> <li>Provide contract management input during the procurement phase</li> <li>Facilitate on boarding of individual contractors</li> <li>Facilitate interviewing of individual contractors for specific contracts</li> <li>Facilitate the Work Authorization process</li> <li>Facilitate management approval process of vendor invoices</li> <li>Generate Corrective Action Plan, (CAP) as needed.</li> <li>Generate and update complex contract fund usage and projection spreadsheets</li> <li>Facilitate the off boarding of individual contractors</li> <li>Oversee the contract close-out process</li> <li>Continuously contribute to Improve contract management processes and documentation by enhancing them based on lessons learned</li> </ul>
5%	<p><b>Technology Research and Development</b></p> <p>In order to stay competitive in the portfolio and project management:</p> <ul style="list-style-type: none"> <li>Researches new technologies and business analytics.</li> <li>Understands, promotes and embraces the ETS Enterprise Portfolio and Enterprise Business Manager models.</li> <li>Explores training and workshop opportunities to improve business processes including communications, analysis, project management and solution lifecycle.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p>

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<ul style="list-style-type: none"> <li>• Attend meetings and training as needed to stay current and support ETS' goals and mission.</li> <li>• Work with staff to ensure adherence to related policies, guidelines, formats and protocols.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Principles of public administration, organization, and management; information technology systems equipment, software, and practices; analytical techniques; technical report writing.</p> <p><b>Ability to:</b> Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions; develop effective solutions; apply creative thinking in the design of methods of processing information with information technology systems; monitor and resolve problems with information technology systems hardware, software, and processes; establish and maintain effective working relationships with others; communicate effectively.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of the organization's core business processes and operations.</li> <li>• Experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development.</li> <li>• Ability to apply statistical and other research methods into IT systems issues and products as required.</li> <li>• Knowledge of Department of Technology IT Regulations, Standards, and Procurement Mandates, Public Contract Code (PCC), Government Code, Business and Professions Code, State Administrative Manual (SAM), State Information Management Manual (SIMM), and Uniform Commercial Code (UCC).</li> <li>• Knowledge of current State procurement laws, regulations, policies, procedures;</li> <li>• Proficiency with personal computer and Microsoft Office Suite and the Internet. Experience with Microsoft PowerPoint, Visio, and Project</li> <li>• Experience working with both departmental and office teams resolving various acquisition issues.</li> <li>• Experience handling multiple courses of action simultaneously.</li> <li>• Ability to express ideas and information clearly and accurately, both orally and in writing, with all levels of management, including executives and peers, attorneys, and external customers.</li> <li>• Ability to exercise a high degree of initiative, independence, and originality.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Excellent analytical and problem solving skills</li> <li>• Good organizational and time management skills</li> <li>• Ability to effectively handle stress, prioritize multiple tasks, and meet deadlines</li> <li>• Dependable, responsible, positive attitude, and excellent attendance</li> <li>• Effective ability to interpret written materials and convey information to peers, management, and business partners</li> <li>• Ability to lead and participate in IT teams</li> <li>• Ability to provide objective overview of situations</li> <li>• Willingness to accept challenges and handle multiple IT projects simultaneously</li> </ul> <p><b>INTERPERSONAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Ability to work as a team member and independently;</li> <li>• Demonstrate a positive influence on office morale and team work environment.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Professional office environment, appropriate business attire required;</li> <li>• Daily use of phone, copiers and general office and communication equipment</li> <li>• Occasional use of laptop computer</li> <li>• Frequent use of a computer and related software applications and the Internet Sitting in a seated position for extended periods of time</li> </ul>



**DUTY STATEMENT**

GS 907T (REV. 08/01)

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**11658-ETS**

EFFECTIVE DATE:

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<b>UNIT NAME AND CITY LOCATED</b> Project and Portfolio Management (PPM) – West Sacramento	<b>CLASS TITLE</b> Associate Information System Analyst (Specialist)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> West Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-072-1470-925

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20%	<p><b>IT Contract Management</b></p> <p>In order to provide complex IT solutions for Department of General Services IT contracts:</p> <ul style="list-style-type: none"> <li>Oversee contract deliverables of vendor delivered State IT contracts</li> <li>Liaison ensuring alignment of expectations between State and vendor</li> <li>Vendor Relationship management</li> <li>Provide contract management input during the procurement phase</li> <li>Facilitate on boarding of individual contractors</li> <li>Facilitate interviewing of individual contractors for specific contracts</li> <li>Facilitate the Work Authorization process</li> <li>Facilitate management approval process of vendor invoices</li> <li>Generate Corrective Action Plan, (CAP) as needed.</li> <li>Generate and update contract fund usage and projection spreadsheets</li> <li>Facilitate the off boarding of individual contractors</li> <li>Oversee the contract close-out process</li> <li>Continuously contribute to Improve contract management processes and documentation</li> </ul>
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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Principles of public administration, organization, and management; information technology systems equipment, software, and practices; analytical techniques; technical report writing.</p> <p><b>Ability to:</b> Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions; develop effective solutions; apply creative thinking in the design of methods of processing information with information technology systems; monitor and resolve problems with information technology systems hardware, software, and processes; establish and maintain effective working relationships with others; communicate effectively.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of the organization’s core business processes and operations.</li> <li>• Experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development.</li> <li>• Ability to apply statistical and other research methods into IT systems issues and products as required.</li> <li>• Knowledge of Department of Technology IT Regulations, Standards, and Procurement Mandates, Public Contract Code (PCC), Government Code, Business and Professions Code, State Administrative Manual (SAM), State Information Management Manual (SIMM), and Uniform Commercial Code (UCC).</li> <li>• Knowledge of current State procurement laws, regulations, policies, procedures;</li> <li>• Proficiency with personal computer and Microsoft Office Suite and the Internet. Experience with Microsoft PowerPoint, Visio, and Project</li> <li>• Experience working with both departmental and office teams resolving various acquisition issues.</li> <li>• Experience handling multiple courses of action simultaneously.</li> <li>• Ability to express ideas and information clearly and accurately, both orally and in writing, with all levels of management, including executives and peers, attorneys, and external customers.</li> <li>• Ability to exercise a high degree of initiative, independence, and originality.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Excellent analytical and problem solving skills</li> <li>• Good organizational and time management skills</li> <li>• Ability to effectively handle stress, prioritize multiple tasks, and meet deadlines</li> <li>• Dependable, responsible, positive attitude, and excellent attendance</li> <li>• Effective ability to interpret written materials and convey information to peers, management, and business partners</li> <li>• Ability to lead and participate in IT teams</li> <li>• Ability to provide objective overview of situations</li> <li>• Willingness to accept challenges and handle multiple IT projects simultaneously</li> </ul> <p><b>INTERPERSONAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Ability to work as a team member and independently;</li> <li>• Demonstrate a positive influence on office morale and team work environment.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Professional office environment, appropriate business attire required;</li> <li>• Daily use of phone, copiers and general office and communication equipment</li> </ul>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**RPA- 11658- ETS**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<ul style="list-style-type: none"><li>• Occasional use of laptop computer</li><li>• Frequent use of a computer and related software applications and the Internet Sitting in a seated position for extended periods of time</li></ul>

