



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: December 9, 2009**

**To: Administrative Officers  
Procurement and Contracting Officers (PCOs)  
Purchasing Authority Contacts (PACs)  
Personnel Officers  
Statewide Acquisition Classification Project Committee Members**

**From:** Kris Doucette  
Office of Human Resources  
Department of General Services

**Subject:** Phase Two of the Statewide Acquisition (Systems) Classification Series  
Job Analysis

The Statewide Acquisition Classification Project (SACP) was initiated as a result of the Governor's Task Force on Contracting and Procurement and the California Performance Review (CPR)'s recommendations to improve the state's procurement process. The SACP's objective is to restructure procurement job classifications through the development of a professional class series for use by all State of California agencies and departments.

Phase One of the proposed Acquisition (Systems) Classification Series job analysis is complete. Phase Two requires State departments to have their Information Technology (IT) staff that perform or supervise staff performing IT Acquisitions/Contracting activities rate the four (4) Acquisition (Systems) Classification Series tasks and knowledge, skills, and abilities (KSA) via Survey Monkey. Survey Monkey contains the minimum requirements for participating in the survey. Links to Survey Monkey are provided below next to the acquisition classifications. Participants have until December 15, 2009, to rate the appropriate Acquisition (Systems) classification series tasks and KSAs.

Only employees at the levels identified below may rate the importance of the tasks and knowledge, skills and abilities. These participants should use the links to Survey Monkey when responding.

**Acquisition Officer (Systems) - [http://www.surveymonkey.com/Job\\_AcqOfcrSys](http://www.surveymonkey.com/Job_AcqOfcrSys)**

Associate Information Systems Analyst  
Staff Information Systems Analyst  
Senior Information Systems Analyst (Specialist),

Senior Electronic Data Processing Acquisition (Technical),  
Senior Information Systems Analyst (Supervisory),  
Senior Electronic Data Processing Acquisition (Supervisory),  
Data Processing Manager I,  
Data Processing Manager II,  
Data Processing Manager III,  
Data Processing Manager IV, or  
Manager, Electronic Data Processing Acquisition

**Senior Acquisition Officer (Systems)**

[http://www.surveymonkey.com/Job\\_SrAcqOfcrSys](http://www.surveymonkey.com/Job_SrAcqOfcrSys)

Senior Information Systems Analyst (Specialist),  
Senior Electronic Data Processing Acquisition (Technical),  
Senior Electronic Data Processing Acquisition Specialist (Supervisory),  
Senior Information Systems Analyst (Supervisory),  
Data Processing Manager II,  
Data Processing Manager III,  
Data Processing Manager IV, or  
Manager, Electronic Data Processing Acquisition

**Acquisition Supervisor (Systems)** [http://www.surveymonkey.com/Job\\_AcqSpvrSys](http://www.surveymonkey.com/Job_AcqSpvrSys)

Data Processing Manager I,  
Data Processing Manager II,  
Senior Electronic Data Processing Acquisition Specialist (Supervisory),  
Senior Information Systems Analyst (Supervisory),  
Data Processing Manager III,  
Data Processing Manager IV, or  
Manager, Electronic Data Processing Acquisition

**Acquisition Manager (Systems)** [http://www.surveymonkey.com/Job\\_AcqMngrSys](http://www.surveymonkey.com/Job_AcqMngrSys)

Data Processing Manager III,  
Data Processing Manager IV, or  
Manager, Electronic Data Processing Acquisition

If you have any questions, please contact Kris Doucette at [kris.doucette@dgs.ca.gov](mailto:kris.doucette@dgs.ca.gov) or (916) 376-5417. Thank you for your assistance in this worthwhile project.

Thank you,  
Kris Doucette  
Associate Personnel Analyst  
Division of Human Resources  
Telephone (916) 376-5417  
Fax (916) 376-5390