Salary: $130,000.00 Annually

Job Type: Full Time

Job Number: EGB93163

Closing: Continuous

Location: Statewide, CO

Department: Governor's Office of Information Technology

About the Positions

As a Digital Service Expert focused on strategic operations, you will drive best practices in outcomes-based procurements, active contract management practices, and strategic budgeting for the Universal Preschool Program. You will focus on effectively resourcing the state team leading the universal preschool effort with outside vendor partners and talent, using contracts to ensure the state receives the expected benefits from those procurements, and taking remediation actions as needed.

This role will be part of a larger cross-functional team supporting Universal Preschool. These additional roles for the team include a product manager, human-centered designer, and engineering lead. You should be comfortable contributing hands-on as well as mentoring others in adopting and improving upon procurement, contracting, and budget practices.

This position will interface with vendors, current contractors, state executive leadership teams, and procurement and contracting staff. This position will not have signature authority on solicitations or contracts, it's a consulting role that is meant to work alongside procurement, contract and budget officials across the state government.

ESSENTIAL DUTIES & RESPONSIBILITIES

Primary Responsibility: Strategic Procurement (33%)

- Support all phases of crafting a procurement, including research, design, execution, vendor negotiations, and contracting.
- Be creative in problem-solving, including looking at all of the tools available to effectively resource a project, including requests for information, proposal, negotiation, quote; cooperative buying agreements; open-source technologies, inter-government cooperative agreements, and other approaches.
- Look to modular procurement approaches to reduce risk, break down projects into smaller components, avoid reliance on a single vendor, and promote a healthy multi-vendor ecosystem for state teams.

- Incorporates involvement from teams in the Chief Technology and Chief Customer offices within OIT in procurement activities ensuring vendor aligns with enterprise policies, standards, and policies.

Primary Responsibility: Active Contract Management (33%)

- Support full lifecycle activities by drafting and editing procurement documents, support resulting contracts, and then strategies new/next procurement activities as contracts phase-out. Becomes an expert in the subject matter for the particular programs and agencies they support.
- Negotiate terms and conditions alongside state procurement officials with vendors and state teams.
- Work as part of cross-functional product teams and or project management teams that have onboarded vendors, ensuring a high-quality collaboration and working relationship. Evaluate how effectively the procurement met the product team's needs.
- Address non-performing vendors, and facilitate remediation discussions and planning approaches alongside contracting staff.

Primary Responsibility: Strategic Budgeting (33%)

- Support agency finance staff with budget analysis, strategic budget planning, funding requests, and spend reporting for technology initiatives.
- Collaborate across OIT and agency financial and program staff to recommend effective uses of budgets to accomplish program and technology goals.
- Creative problem-solve around budget constraints, team resource constraints, and various fiscal rules attached to funding sources.
- Understand and advise on state and federal budgeting rules to effectively use funds available to the program.

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https://www.governmentjobs.com/careers/colorado/jobs/3571942/digital-service-expert-universal-preschool-program-remote-from-anywhere-in-c

Department Information

Together, we innovate for a stronger Colorado

The work of employees at the Governor's Office of Information Technology (OIT) is challenging and diverse because the needs of agencies, customers and Coloradans constantly evolve. But our focus never changes: improve the lives of all Coloradans through innovation and collaboration. We're building one of the nation's leading government IT organizations by reimagining how we support agencies, building first-of-their-kind applications, and creating an inclusive, collaborative culture, together. Join us in the important work of providing equitable access to services

We believe [equity, diversity, and inclusion](#) drive our success, and encourage candidates from all identities, backgrounds, and abilities to apply. We know it's important to support each other, and that means having a healthy balance of work and personal time, and [benefits](#) that allow us all to have fulfilling lives.

Watch this [video](#) to learn about how OIT is thinking differently!

Description of Job

Agency and Product Background

Colorado is launching a new **Universal Preschool** program. The program will provide preschool services to children. Investing in early childhood is essential to supporting working families, child development, and a prosperous economy. The window from birth to age 5 is critical in a child's development. In the first few years of life, more than 1 million new neural connections form every second. The experiences children have in the first five years of their life lay the foundation for their future.

The Universal Preschool Program aims to provide an easy-to-use, simple to navigate experience to help families understand how many hours they qualify for, providers they have access to, and to submit an application for preschool services. This is the first step in a larger vision to support early childhood services from birth to five through the new Department of Early Childhood.

The [Colorado Digital Service](#), a team within the Governor's Office of Information Technology, is supporting this new Universal Preschool program. The digital service hires top technologists from diverse backgrounds into term-limited "tours of service," bringing their expertise to help improve the services that millions of Coloradans use. Digital Service Experts mature state agencies' approach to delivering high quality products and services to all of Colorado by focusing on people, process and technology.

Your Tour

You will help stand up the Universal Preschool Program There are an estimated 70,000 children in Colorado who will be eligible to receive these preschool services through the new Universal Preschool Program. Your tour will help us understand the ecosystem of user needs, deliver these technologies, and provide a high quality experience for families across the state.

In this project you'll be working with a digital service team to navigate ambiguity, support one another, and scale modern software practices at the state. Your tour will change over time as the new department grows.

We are looking for you if you have: led a team towards delivering a vision in an ambiguous fast-paced environment and built up teams with cultures of trust, collaboration, and psychological safety. If the idea of working to enrich the lives of your fellow Coloradans excites you and you are committed to improving government services by focusing on the people who need them most, please apply!

Your Role

You will be a part of supporting this Universal Preschool Program from the onset - leading the delivery of high quality products that both meet the needs of users and the new program. This role will be part of a larger cross-functional team supporting Universal Preschool.

The four roles being hired for include: **Product Manager; Human-Centered Design Specialist; Technical Lead; and Procurement, Contracting, and Budget Specialist.**

Your role as a Digital Service Expert will be a focus on delivering human-centered, high quality products to support the new Universal Preschool Program. This role is best for someone with experience in delivering products in a fast-paced and ambiguous environment. This is a great opportunity for a mid-to-senior level to help to develop and establish best product practices with a new department.

TERM LIMITED POSITION: This position is a two year assignment to the Colorado Digital Service team and is eligible for State employee benefits.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

A wide salary range is posted for this position and any job offer is based upon a salary analysis to comply with the Colorado Equal Pay for Equal Work Act. The salary analysis considers relevant experience, education, certifications, and state seniority as compared to others doing substantially similar work. While all offers are compliant with the Colorado Equal Pay for Equal

Work Act, there is no guarantee an offer will be at the top of the posted range based on the salary analysis.

Minimum Qualifications:

- At least 5 years of experience as a Software Engineer, Product Manager, Technology Procurement Specialist, or Human-Centered Designer in complex environments; extensive experience with service delivery and customer satisfaction; relevant experience in an IT applications/solutions delivery role. Knowledge of leading IT practices and operations in digital services.
- Undergraduate degree from an accredited college or university in information technology, computer science, business, public relations, or related field. (Relevant experience may be substituted for education at the hiring manager's discretion.)
- Documented proficiency working collaboratively with teams across the software development life cycle.
- Familiarity with delivering application prototypes, designs, and pilots in various project methodologies such as Agile.
- Familiarity with using Application Programming Interfaces to integrate systems or data sources (for engineering candidates).
- Ability to solve complex problems, participates in continuous improvement, and adapts the ideas of others.

Substitutions:

- Additional appropriate education will substitute for the required experience on a year-for-year basis, but cannot completely substitute for these qualifications.
- Additional, appropriate paid or unpaid experience will substitute for the required education on a year-for-year basis.
- Training or Certification related to the work assigned to the position will be assigned credit towards substitution for experience and/or education, but cannot completely substitute for these qualifications.

Preferred Qualifications:

- Fluent verbal and written Spanish language skills

Conditions of Employment:

Effective September 20, 2021, employees will be required to attest to and verify whether or not they are fully vaccinated for COVID-19. Employees who have not been fully vaccinated may be required to submit to serial testing in the future. Upon hire, new employees will have three (3) business days to provide attestation to their status with proof of vaccination. Vaccinated employees must provide proof of vaccination.

Note: Fully Vaccinated means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the most recent State of Colorado's Public Health Order and current guidance issued by the Colorado Department of Public Health & Environment.

A pre-employment background check will be conducted as part of the selection process.

Positions supporting some agencies such as the Department of Corrections and Department of Public Safety will also require a pre-employment drug test.

This position may occasionally require travel within the specified geographic area, and to locations across the state as needed.

This position may require on-call duties as needed by position.

Supplemental Information

If this posting indicates "remote from anywhere in CO" in the title, periodic reporting to the primary state work location designated for the position is required. All remote work must be performed in Colorado.

Our application process and what to expect after you apply are described in the videos found here.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Governor's Office of Information Technology is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator at OIT_HR@state.co.us or call (303) 764-7900.

This posting may be used to fill multiple vacancies based upon business need.

The Governor's Office of Information Technology does NOT offer sponsored Visas for employment purposes.