



## DUTY STATEMENT

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| DATE APPOINTED TO CLASS  |  | DATE OF LAST POSITION REVIEW<br>03/06/2024                           |             |
| DIVISION<br>Standards and Development Division   |  | POSITION NUMBER (Agency - Unit - Class - Serial)<br>421-034-1402-006 |             |
| BUREAU/UNIT<br>Computer Services Bureau  |  | CLASS TITLE<br>Information Technology Specialist I                   | CBID<br>R01 |
| INCUMBENT  |  | WORKING TITLE  |             |
| BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS  |  |  |             |
| <p>Under the direction of the Information Technology Supervisor II (POST Web Unit Manager), the Information Technology Specialist works on case management system support, upgrades, and new system project procurements related to Senate Bill 2 (SB2) (2021) and related to officer misconduct records management. The incumbent collaborates with case management vendors, internal program management staff, information security staff, and executive staff to manage and enhance the Mark43 case management system and oversee the project-based procurement of a highly functional replacement system. The incumbent acts as the Project Manager for the technology implementation and the liaison between POST, control agencies such as California Department of Technology, Department of General Services, and product vendor(s).</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>  |  |             |
| 45%  | <p><b>ESSENTIAL FUNCTIONS</b></p> <p>Project Management – In collaboration with SB2 program experts in the Peace Officer Standards and Accountability Division (POSAD), technical staff within POST Computer Services Bureau (CSB), CA Department of Technology (CDT), CA Department of General Services, internal stakeholders, and executive staff, leads the project procurement and implementation of a vendor-provided Case Management System within POST. Provides project oversight during all phases to ensure efficient and effective delivery of systems. Builds cross-functional relationships across organizational levels to promote collaboration, transparent communication, and project success. Monitors project progress, reports project status to internal stakeholders and control agencies, ensures project is delivered on time, within scope, and within timelines and budgetary constraints. Serves as a liaison that bridges the gap between business and technical staff.</p> |  |             |
| 40%  | <p>Case Management System Consultant - In collaboration with POSAD and information technology (IT) staff, gains and applies high-level expertise related to case management within the SB2 workflow. Facilitates system support and enhancements related to internal system changes, vendor change requests, and workflow change proposals. Advises staff on interpreting and appropriately applying complex IT policies and best practices on Case Management System implementation to comply with state mandates. Independently identifies and analyzes business problems and works with technical staff to write up IT impact analysis and develop solutions. Consults with the POST Information Technology Officer (ISO) to ensure information security best practices for established and new systems. Independently monitors the IT change control process and makes solution recommendations to upper management.</p>   |  |             |
| 10%  | <p>Provides continuous support to the project, by identifying and analyzing performance indicators and determining improvements and efficiencies on Project Management (PM) processes, plans, policies, tools. Shares and applies lessons learned and uses PM best practices. Develops high-level reports for project sponsors, stakeholders, and management. Contributes to team meetings. Gives presentations on project status to staff and executive management. Provides training to key stakeholders.</p>  |  |             |

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| 5% | <p><b>NON-ESSENTIAL FUNCTIONS</b></p> <p>Performs other job-related duties within the scope of the classification.</p> |

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**

**WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento, Ca and may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

**PHYSICAL ABILITIES**

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

**CONFLICT OF INTEREST (if applicable):**

Conflict of Interest Filing (Form 700) required       Not applicable

This 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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

**To be reviewed and signed by the supervisor and employee:**

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

|                           |                        |      |
|---------------------------|------------------------|------|
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---------------------------|------------------------|------|

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

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|-------------------------|----------------------|------|
| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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|   |                                     |      |
| HUMAN RESOURCES ANALYST'S NAME <small>(Print)</small> | HUMAN RESOURCES ANALYST'S SIGNATURE | DATE |