### Working Title of Position
Field IT Coordinator – SHU

### Division and/or Subdivision
Information Technology Services

### Location of Headquarters
West Sacramento

### Class Title of Position
Information Technology Associate

### Position Number
541-021-1401-003

### Effective Date
July 2022

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**Percentage of Time Required**

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Under the supervision of the Information Technology Supervisor II, the Information Technology Associate works within Information Technology (IT) Customer Services performing the following duties:</td>
</tr>
<tr>
<td></td>
<td>*Responsible for imaging, setup, issuance, tracking, customization, and support of computers, tablets, Mobile Data Terminals (MDT's), smartphones, printers, scanners, networked photocopiers, and other IT equipment at CALFIRE protective units.</td>
</tr>
<tr>
<td>35%</td>
<td>*Responsible for Active Directory completeness and accuracy regarding users and equipment, creating/editing user accounts, attributes, passwords. Coordinates with SAC Information Technology Services for email accounts and distribution lists. *Maintains an accurate inventory of all unit IT assets. *Facilitates all IT purchasing for the unit, ensures purchasing documentation is accurate and complete. *Tracks deliveries, inspects and documents all equipment and software upon receipt. *Maintains purchasing and contracting audit files to ensure compliance with all applicable procurement rules. *Documents and removes out all end-of-life equipment.</td>
</tr>
<tr>
<td>15%</td>
<td>*Installs software and hardware, provides customer support for software purchased or developed by the department, including Microsoft Office and Windows Operating System. *Performs network additions and revisions – adds patch cables, replaces switches, routers, wireless access points. Working with Sacramento elements of Information Technology, acts as technical representative for network infrastructure.</td>
</tr>
<tr>
<td>10%</td>
<td>*Integrates AVL computers for CALFIRE’s fleet within the unit. *In conjunction and with the CALFIRE Automatic Vehicle Location (AVL) group installs, connects, troubleshoots, and replaces components on the MDT plate, and console unit. Responsible to install and maintain the AVL IQLocator computer and display system.</td>
</tr>
</tbody>
</table>

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.*

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**Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

**Job qualifications and/or conditions of employment:** This position may involve overnight travel up to 20% of the time. Hardware installation or replacement requires occasional lifting of equipment which should not exceed 50 pounds.

"We have discussed this document in its entirety and understand the duties of this position."

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**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

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**Personnel use only**

☑ Posted to Directory

**Initials and date**