



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 12/17/24	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-032-1402-007	
BUREAU/UNIT Learning Technology Resources		CLASS TITLE Information Technology Specialist I	CBID R01
INCUMBENT		WORKING TITLE LMS Administrator/Support Specialist	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Information Technology Supervisor II, the incumbent will perform a broad range of tasks associated with management of the Commission of Peace Officer Standards and Training (POST) Learning Portal (LP) Learning Management System. The incumbent administers the LP; leads customer support efforts; partakes in and advises on technical design and development; plans and manages projects; presents to and trains staff and end users; performs tasks related to software engineering and development to create and maintain web content; and works in a team setting with instructional designers, engineers, media producers and law enforcement.			
% 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. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
30%	Client Services – Performs problem and incident resolution; analyzes and recommends problem management process improvements; analyzes data and identifies trends; maintains regular contact with Information Technology staff, vendors, and end users to coordinate problem solving.		
25%	Business Technology Management – Analyzes business needs and implements solutions; monitors and assess performance of solutions; communicates with internal and external stakeholders; administers to the LP daily operations; ensures continuous operations of systems; maintain customer relations; performs research and implements new technologies and best practices; ensures implementation of policies, procedures guidelines and standards; analyzes business needs and implements solutions; monitors and assess performance of solutions; communicates with internal and external stakeholders.		
25%	Software Engineering – Responsible for product quality assurance; creates and maintains data; integrate solutions; creates and maintains products using web technologies (e.g., HTML, CSS, XML, JavaScript, JSON, POST-proprietary technologies); creates and maintains graphics and media assets for the web; processes media for Microsoft Azure; authors training within house tools; creates and edits some programming scripts (e.g., Javascript); monitors vendor activity to ensure requirements are met		
10%	IT Project Management –Communicates and collaborates with staff, vendors, end users, and management; performs contract management/procurement; coordinates vendor efforts to enhance the LP based on needs and direction from management; identifies and mitigates risks; responsible for quality assurance; manages schedules and tracks project milestones and deliverables.		
5%	Training and Research – Attend meetings, conferences and symposia; designs and implements prototypes or pilot projects; conducts periodic reviews and analyze survey data; presents ideas and solutions to stakeholders.		

	NON-ESSENTIAL FUNCTIONS
5%	Performs other job-related duties within the scope of the classification.

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 at POST headquarters in West Sacramento, CA. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site bureau conferences, meetings, or trainings 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 such as 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i> • <i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i> • <i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i> • <i>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</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE