

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Communications Infrastructure & Support Section		DIVISION Information Management Division		
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Specialist I (ITS I)		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-048-1402-006		CURRENT DATE 05/29/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION
Under the direction of the Information Technology Supervisor II, the Information Technology Specialist I (ITS I) is responsible for development and maintenance of the CHP's Geographic Information Systems (GIS) databases and required infrastructure support. The ITS I serves as an advanced technical lead for the GIS Support Unit and will support all communications centers in developing, implementing, and using GIS-based maps in support of law enforcement operations for the Communications Infrastructure and Support Section (CISS).

SUPERVISION RECEIVED
The Information Technology Specialist I (ITS I) reports directly to and receives the majority of their assignments from the Information Technology Supervisor II (ITS II). However, direction and assignments may also come from the Information Technology Manager I (ITM I) and Commander.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
Ability to communicate and work with both technical and nontechnical customers, staff, and co-workers, and collaborate with various teams on multiple projects and tasks as assigned.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
35%	System Engineering: Designs, develops, implements, maintains, and administers an Enterprise GIS meta-database. Integrate modern geodatabase technologies with legacy systems. Incorporate a variety of data layers including but not limited to: Great Divide Trail (GDT) maps, US Geological Survey maps, topography, highways, and cultural resources into the geodatabase.
35%	System Engineer: Identifies, documents, and manages GIS architectural standards, design standards, data models, and data flows that support multiple business operations and applications and provide product direction. Develops database applications, tools, and procedures to automate geospatial functions.
10%	Information Security Engineer: Provides technical consultation, training, oversight, and reviews of new GIS projects. Communicates technical concepts to executive management and GIS support staff. Mentors other GIS team members in all aspects of their duties as well as providing a leadership model.
10%	Software Engineer: Defines and documents geodatabase requirements and workflows. Designs, constructs, and manages the geodatabase to support the automated development of the next generation of geofiles to be used at the CHP.
5%	IT Project Management: Prepares status reports, special reports, and analysis documents concerning GIS project issues. Performs project definition and management duties.
	Non-Essential Functions
5%	Performs other duties within the scope of the classification, as assigned.

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Information Technology Specialist I (ITS I)

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388-048-1402-006

TOTAL 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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