

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Enforcement & Vehicle Technology Section		DIVISION Information Management Division		
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Associate		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-047-1401-956		CURRENT DATE 03/16/2026		
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 general supervision of the Information Technology Supervisor I, the Information Technology Associate is responsible for installation, maintenance, and development strategies on the scope of work; training personnel in the operation of equipment relative to the Consolidated Patrol Vehicle Environment (CPVE) and Enforcement Vehicle 2020 (EV20) systems. Install, maintain, and troubleshoot applications, vehicle modems, radars, and any on-board computer equipment at the Fleet Operations Section (FOS) for the Enforcement & Vehicle Technology Section (EVTS).

SUPERVISION RECEIVED
The Information Technology Associate reports directly to and receives the majority of their assignments from the Information Technology Supervisor I. However, direction and assignments may also come from the EVTS Lieutenant Commander, EVTS sergeant, and other supervisors/managers.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Monday through Friday, generally 0700–1600 hours; however, weekends, holidays, and after-hours work may be required to support operational needs. The incumbent is assigned to EVTS and may perform duties at various locations to support departmental operations. Work may be conducted in both office and field environments, including vehicle production and maintenance settings. The position may involve working in varied environmental conditions, including exposure to heat, cold, and noise. Local and occasional statewide travel may be required. The incumbent may be required to lift and move equipment necessary to support mobile technology systems.

SPECIAL PERSONAL CHARACTERISTICS
Demonstrates strong analytical and problem-solving skills with the ability to independently assess and resolve technical issues. Possesses a high level of technical aptitude and the ability to quickly learn and adapt to new systems and equipment. Exercises sound judgment, initiative, and accountability while working independently or as part of a team. Effectively prioritizes workload, manages multiple assignments, and meets established deadlines. Provides a high level of customer service, maintaining professionalism and clear communication when supporting departmental personnel and stakeholders. Ability to explain technical concepts to non-technical users. Maintains strong attention to detail and organizational skills, particularly related to asset tracking and equipment accountability. Demonstrates reliability, professionalism, and adherence to departmental policies and procedures.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
35%	Installation, Configuration, and System Validation- Performs installation and configuration of CHP mobile technology systems within patrol vehicles, including mobile data computers, Cradlepoint modems, antennas, WMVARS components, and related equipment. Ensures proper mounting, wiring and connectivity within established guidelines, and integration of components in accordance with departmental standards. Conducts system testing and validation to verify functionality, reliability, and compatibility with CHP systems. Identifies and resolves installation-related issues to ensure operational readiness in support of vehicle production and deployment activities.
25%	Troubleshooting and Technical Support- Provides technical support for CHP mobile and in-vehicle technology systems, including CPVE, EV20, WMVARS, and Cradlepoint modem deployments. Diagnoses and resolves hardware, software, and connectivity issues affecting deployed and newly built vehicles. Responds to service requests, documents troubleshooting activities, and escalates issues as appropriate. Supports departmental personnel by ensuring systems operate effectively and meet operational needs.
20%	System Maintenance, Equipment, and Deployment Support- Performs routine maintenance and support of CHP mobile technology equipment, including updates, configuration adjustments, and system readiness checks for Cradlepoint modems and related components. Assists with preparation, staging, and validation of equipment used in vehicle production. Provides technical support for vehicle re-alignment activities involving deployed vehicles, including inspection,

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	reconfiguration, and validation of CHP-installed systems following reassignment or modification.
15%	Inventory Control, Asset Tracking, and Record-Keeping- Maintains accurate records of CHP mobile technology equipment, including tracking, logging, and documenting assigned assets such as mobile data computers, modems, antennas, WMVARS components, and related equipment. Assists with inventory control processes to ensure accountability and compliance with departmental asset management requirements. Monitors supply levels and usage trends to support vehicle production and deployment needs and communicates shortages or resupply needs to appropriate staff. Assists with staging and organization of equipment to support operational efficiency.
	<u>Non-Essential Functions</u>
5%	Performs other duties within the scope of the classification as assigned.
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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