

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-030-1401-012				
UNIT NAME AND CITY LOCATED Information Technology Services Division, Technology Governance and Support Services, Governance and Oversight, IT Administrative Support - Elk Grove, CA		CLASSIFICATION TITLE Information Technology Associate				
		WORKING TITLE Technical Analyst				
		COI Yes ☒ No ☐	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:		Business Technology Management				
Under the general supervision of Information Technology Supervisor II, the Information Technology (IT) Associate carries out a range of routine technical duties in support of the Information Technology Services Division (ITSD) financial operations, reporting and strategy. The IT Associate is responsible for providing assistance with complex and diverse administrative functions related to technical financial modeling and forecasting, including maintenance, analysis, reporting, and planning activities. Additional responsibilities include supporting budget preparation exercises and preparing expenditure reports and analyses. The incumbent is expected to maintain confidentiality of sensitive information, uphold ethical standards, and collaborate effectively with colleagues. Travel to various institutions and after-hours support for California Correctional Health Care Services (CCHCS) software applications and systems may be necessary to meet operational requirements.						
% 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 addition sheet if necessary)					
ESSENTIAL FUNCTIONS						

35%	Analyzes, develops and documents IT technical requirements for budget financial planning and Budget Change Proposals (BCPs) aligned with technology solutions for ITSD. Serves as the primary liaison between ITSD and Fiscal Management for oversight of the framework on forecasting long-term technology investments, ensuring compliance with state policies, standards, and agency requirements. Responsibilities include tracking, monitoring, and auditing IT expenditure across all cost centers and projects to ensure alignment with approved budgets, as well as conducting financial analysis of applied technologies using various defined technology governance processes. Reviews impact assessments for ITSD regarding CCHCS program-related BCPs. Develops and delivers the Budget Concept Statements (BCSs), BCPs, and their corresponding budget cost tables. Prepares responses to budget-related inquiries concerning BCSs and BCPs, to include translation of technical jargon into clear and concise language. Provides technical review of BCPs, including the development of detailed budget proposals supported by IT workload and program-specific justifications.
25%	Provides support to Project Managers by preparing and reviewing Project Status Reports (PSRs), Special Project Reports (SPRs), and associated fiscal documentation, while also completing recurring statewide reporting such as Governmental Accounting Standards Board (GASB) reports, Agency Designation Letters, Enterprise Technology Surveys, IT Equipment Reports, IT Cost Reports, and Capital Asset Reports. Serves as the librarian responsible for analyzing and developing project documentation, ensuring all records are maintained in an approved structured format and location. Supports the development of complex IT technical documentation and reports to fulfil program requirements. May be required to meet regularly with the Fiscal Management Section to verify budget forecasting and address complex issues.
20%	Performs research, development, analysis, proposals, evaluation studies, and surveys pertaining to IT budget matters. Identifies issues, impacts, and provides recommendations on finance budget change proposals. Executes responsibilities related to fiscal activities for Electronic Health Records System (EHRS), including expenditure tracking, expenditure reconciliation, budget oversight, budget planning, and fiscal forecasting. Maintains accurate records by tracking, logging, and filing EHRS Cerner invoices.
15%	Prepares written IT technical analysis and presentations, conducts business and technical requirements through interviews, workshops, surveys, document analysis, and system evaluations. Utilizes the Business Information System (BIS) to generate reports, monitor expenditures, and investigate budget items. Performs analysis on California Department of Technology (CDT) invoices to identify spending trends. Reviews the spend plan to ensure expenditures align with planned budgets.
5%	Performs other duties as required to support branch operations.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Information technology concepts, practices, and principles to provide a foundation for technology related work. Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices. <i>Ability to:</i> Perform research and data gathering; analyze information and evaluate results to choose the best solution and solve problems; communicate effectively verbally and in writing as appropriate

for the needs of the audience; utilize reporting tools to develop and analyze statistical reports; interpret and explain technical information to non-technical individuals; interpret customer requests to meet service needs and resolve problems; provide customer service; work cooperatively with staff at all levels; proficiently use computers and productivity software; and understand and align technology proposals with business needs.

Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes.

DESIRABLE QUALIFICATIONS

- Familiarity with the State budget process
- Attention to detail
- Ability to work under pressure
- Ability to perform multiple tasks
- Ability to adapt to changing work priorities
- Excellent written and verbal communication skills
- Excellent organizational skills
- Proficient knowledge of Microsoft Office Excel and Word
- Working knowledge of Microsoft Office Outlook and PowerPoint
- Ability to work independently or in a team environment
- Open-minded and flexible to other ideas and solutions
- Good work ethics
- Dependable

OTHER DOMAINS

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

- Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE