



## Job Description

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**Classification:** Information Technology Specialist II

**Working Title:** Lead IT Asset Specialist

**Position Number:** 358-522-1414-004

**Division/Unit:** Information Technology Services Division / IT Administrative Services

**Assigned Headquarters:** Sacramento Headquarters

**Position Eligible for Telework (Yes/No):** Yes

### Job Description Summary

Under the general direction of the Information Technology Services Division (ITSD) IT Administrative Services Manager (Information Technology Manager I), the Lead IT Asset Specialist is a technical subject matter expert responsible for leading several areas of the Lottery's IT Asset Management Program, including overseeing the entire IT asset management lifecycle from procurement to disposal; Configuration Management Database (CMDB) administration, integration, and maintenance; creating and enforcing policies related to IT asset usage and life cycle management; and, ensuring seamless integration with other units, branches, and divisions. The duties for this position are focused in the Business Technology Management, Software Engineering and IT Project Management domains; however, work may be assigned in other domains as needed.

### Job Description

**45% (Essential)** The Lead IT Asset Specialist serves as the primary administrator for the Configuration Management Database (CMDB) and ensures the accuracy and completeness of IT asset data and records. Develops and maintains enterprise asset data strategies, implements updates to support new technologies, and conducts regular audits to maintain data integrity. Establishes standardized processes for configuration item (CI) identification, control, reporting, and auditing while ensuring compliance with industry standards such as the Information Technology Information Library (ITIL). Oversees integrations between the CMDB and other IT systems to enable seamless data flow and optimize connectivity, ultimately improving operational efficiency across IT management tools.

**25% (Essential)** Acting as a technical subject matter expert (SME), the Lead IT Asset Specialist establishes and implements comprehensive asset management practices to track and manage the lifecycle of enterprise IT assets. Implements and oversees systems to ensure accurate inventory records, minimize redundancy, and optimize asset utilization. Coordinating with procurement and administrative teams to align asset acquisition and disposal processes with organizational needs.

**15% (Essential)** In the role of the IT Asset Management SME, the Lead IT Asset Specialist leverages the CMDB to identify risks associated with misconfigurations, reducing downtime and disruptions; performs risk assessments to develop response strategies in order to control or reduce risk; enhances ITSD's resilience to operational challenges; develops and implements corrective actions to resolve audit findings related to asset



## Job Description

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management deficiencies; and creates processes to ensure ongoing compliance with asset management policies and regulatory requirements.

**10% (Essential)** Implements reporting mechanisms to provide real-time insights into enterprise IT asset usage, system dependencies, and risk areas. Supports data-driven decision-making and resource optimization to address risks and issues and increase IT asset management program efficiencies. The Lead IT Asset Specialist will assist with the training of any new personnel for the unit.

**5% (Marginal)** Performs other job-related duties as assigned such as but not limited to: developing/maintaining various documentation, acting as a project lead, and performing analysis and consulting services.

### Scope and Impact

- a. **Consequence of Error:** ITSD is responsible for delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1,000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

Errors, incomplete staff work, poor recommendations, and/ or poor decisions may result in the loss of or disruption of major service to customers and/or the inability of ITSD to meet business needs. As appropriate, staff must be available to respond to service outages that affect daily operations to ensure business continuity.

If this position's duties are not performed properly, the Lottery could experience significant issues, including mismanagement of critical assets, continued audit findings, and inefficiencies in IT operations. This could ultimately impact service delivery and compromise compliance with regulatory standards.

- b. **Administrative Responsibility:** The Lead IT Asset Specialist will assist with the training of any new personnel for the unit.
- c. **Supervision Exercised and Received:** The Lead IT Asset Specialist is under general direction of and receives most assignments from the IT Administrative Services Manager; however, direction and assignments may also come from the extended ITSD management team. This position does not supervise others.
- d. **Personal Contacts:** The Lead IT Asset Specialist interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultants, and other state agencies.



## Job Description

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### Physical and Environmental Demands

The Lead IT Asset Specialist is required to lift and move PC equipment (which can weigh 30 pounds or more) using a wheeled cart.

### Working Conditions and Requirements

The Lead IT Asset Specialist will work in a fast-paced environment, with competing priorities, and critical deliverables.

- a. **Schedule:** This position supports the Lottery during normal business hours from 8:00 a.m. to 5:00 p.m. unless otherwise approved by the unit manager. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.
- b. **Travel:** Statewide overnight travel may be required.
- c. **Other:** This position may be required to carry a Lottery issued cell phone. This position may be required to be reachable outside of normal business hours.

**Effective Date:** TBD

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**NOTE:** The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

### SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

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**Supervisor Signature**

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**Printed Name**

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**Date**

### EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- 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.

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**Employee Signature**

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**Printed Name**

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**Date**