



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 08/11/26	
DIVISION Standards & Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-034-1401-006	
BUREAU/UNIT Computer Services		CLASS TITLE Information Technology Associate	CBID R01
INCUMBENT		WORKING TITLE IT Policy/Procurement Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Information Technology Supervisor II in the Network Support Unit, the Information Technology Associate is responsible for responding to requests, providing customer service, performing analysis, and producing policy and audit response materials in support of the Commission on Peace Officer Standards and Training (POST) information technology policy goals, security compliance requirements, help desk support, and technology procurement activities.			
% 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%	Audit and Compliance Activities – In collaboration with the Chief Information Officer, Information Security Officer, and the Privacy & Compliance Officer, the incumbent engages with the California Department of Technology (CDT), California Military Department (CMD), and other audit control agency personnel to ensure POST compliance with law, regulation, policy, and best practices; analyzes audit requirements, creates responsive policy, and addresses findings and deficiencies utilizing policy and training; uses knowledge of State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), National Institution of Standards and Technology (NIST) Cybersecurity Framework, and Fair Information Practice Principles (FIPPS) privacy policy framework to strengthen and standardize agency policies, training, and technical communication and procedures related to POST systems and practices.		
25%	Help Desk Support – Provides first level support by monitoring and responding to requests for technical assistance using standard-level knowledge of hardware, software, and technical procedures. Assists customers with one-on-one and group software training.		
20%	Technical Writing and Documentation – Applies excellent writing and editing skills in the areas of grammar, spelling, punctuation, outlining, and document organization; creates, edits, and maintains end-user documentation, how-to manuals, operating procedures, desk manuals, procedural checklists, program management guides, and occasional slide decks and videos; applies structured knowledge of productivity software which include Teams, Outlook, Word, Excel, PowerPoint, Visio and Project within the Microsoft Office 365 suite.		
20%	Technology Procurement – Receives requests, performs cost analysis, creates contracts, purchase orders, and invoices for technology products; tracks purchasing activities through various database tools which includes the Software Licensing Report.		
	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 in West Sacramento. This position may be eligible for telework.

Minimal (1-4 times per year) travel may be required (e.g., travel within California to off-site conferences or meetings or training 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 (i.e., 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
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE 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***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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