



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 1400 Information Technology Technician
Branch: Infrastructure Branch	Working Title: Information Technology Technician
Unit: Infrastructure Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 710-1400-006	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This 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 appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 05/28/2025

Direction Statement and General Description of Duties: Under close supervision of the Information Technology Supervisor I, the Information Technology Technician (ITT) will perform duties related to Client Services and Software Engineering including, but not limited to; evaluation, troubleshooting, configuration, security, data administration and quality assurance until resolved or escalates.	
Percentage and Essential/Marginal Functions:	
45%	Printing Services (E) Under direction and supervision, operates SATO and OCE production printers using Blue Server, TSO/ISPF, Job Entry Subsystems (JES3) commands via EjesWeb. Prompts, executes



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	print production batch jobs while following priorities. Burst production output utilizing bursting machines. Push and pull paper roll stock and paper carts weighing up to 1500 pounds.
40%	(E) Follows policies, procedures, guidelines, and quality control standards to ensure compliance with State, departmental rules, and regulations. Maintains IT equipment and peripheral devices according to hardware specifications and requirements. Troubleshoots basic issues with printing equipment, output and develops appropriate solutions.
10%	Systems and Hardware Monitoring (E) Monitors Blue Server and mainframe production data subsystems for system errors. Performs regular checks and monitors printer equipment hardware for immediate and impending issues. Gathers data, prepares documentation, and addresses issues to supervisors/lead Information Technology Associate staff for direct resolution or further escalation. Attends turnover meetings and provides detailed turnover of output job status and unresolved issues to oncoming shift.
5%	Other Duties (M) Perform other duties as required.

Supervision Received: The ITT is under the close supervision of the Information Technology Supervisor I.

Supervision Exercised and Staff Numbers: The ITT has no direct supervisory responsibilities. This level does not supervise.

Physical Requirements: Work in a printing production environment using high speed laser production printers. Exposed to noise, artificial lights, dry toner, ink, cleaning solutions, and paper dust. Assists in maintaining a hazard-free work environment.

Sit/stand/walk: Frequently use stairs or passenger elevator in a multi-floor building. Frequently use freight elevator to transport and deliver printing materials. Frequently clean, organize, and keep area free of obstacles and safety hazards.

Hand Manipulation: Continuously use computer including keyboard, mouse and monitor for prolonged periods of time. Grasp printing materials, tools, and equipment. Frequently clean, organize, and keep



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area free of obstacles and safety hazards.

Push/Pull: Continuously pull paper roll stock and paper. Continuously push carts weighing up to 1500 pounds. Continuously use hand trucks, carts, manual and electric pallet jacks to transport printing materials on flat and slanted surfaces. Frequently clean, organize, and keep area free of obstacles and safety hazards.

Bend: Continuously lean, organize, and keep area free of obstacles and safety hazards.

Reach: Frequently clean, organize, and keeping area free of obstacles and safety hazards.

Squat: Frequently clean, organize, and keep area free of obstacles and safety hazards.

Lift: Continuously lift up to 40 pounds.

Kneel: Frequently

Twist: Frequently

Climb: Occasionally

Occasionally = 1% – 33% of workday

Frequently = 34% – 66% of workday

Continuously = 67% – 100% of workday

Special Requirements: A two-part medical is required. Act with integrity; use sound judgement; commit to quality; demonstrate adaptability; innovate; think strategically; problem solving; presentation; communicate effectively; work well both independently and as part of a team; follow established guidelines and procedures.

Personal Contacts: Will interact with internal and external customers including vendors by phone, email, and in person as needed. Interaction may be general, confidential, sensitive, technical, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
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MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



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Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
%	

Supervision Received:



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Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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