

DUTY STATEMENT

Employee Name:	Position Number: 580-152-1402-909
Classification: Information Technology Specialist I	Tenure/Time Base: Permanent/ Full Time
Working Title: AI Automation Specialist	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Technology Integration Services Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Under direction of the Information Technology Manager (ITM) II, Chief of the Technology Integration Services Branch (TISB), the Information Technology Specialist (ITS) I provides critical technical oversight for AI and Automation initiatives deployed and being deployed at CDPH to enhance

operational efficiency, strengthen data-driven decision-making, and support emerging program needs, audits, and compliance activities. This includes, but is not limited to, participating in enterprise governance and risk management efforts, developing foundational AI and automation architecture frameworks and processes, collaborating with the Security Operations Center and cross-functional teams to ensure appropriate monitoring and controls for automated systems, and making recommendations to improve performance, reliability, and scalability.

The ITS I performs duties within the System Engineering and Information Security Engineering domains.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Assists in the design, configuration, testing, and implementation of automation and AI-augmented workflows (e.g., Power Platform/robotic process automation, scripts, and integrations) that streamline recurring business and IT processes. Develops and debugs code and automation logic using only CDPH-approved AI tools and verifies all output before deployment. Documents solution requirements, test cases, and workflow logic to support maintainability and knowledge transfer.
- 25% Performs studies and research analysis related to technology projects; provides information technology consultation in support of business programs; coordinates and consults with users, administrators, and engineers to identify business and technical requirements; develops and sustains cooperative working relationships with project stakeholders; identifies infrastructure system requirements and recommends technology standards and methods to support organizational needs. Conducts research and performs analysis to recommend system upgrades, cost-effective solutions, and process improvements; troubleshoots, tracks, and conducts root cause analysis of system/database/operational issues. Acts in a leadership role and demonstrates technical versatility for lower-level staff aligning with technological modernization strategies in support of CDPH programs.
- 20% Assists in preparing, structuring, and validating data used by AI and automation solutions, and performs quality checks to ensure accuracy, context, and relevance. Conducts the required human review of AI-generated content prior to use, escalating anomalies, bias concerns, or accuracy issues to senior technical staff or subject matter experts. Ensures all AI/automation activities comply with CDPH data privacy, security, and Acceptable Use requirements.
- 15% Monitors deployed automation and AI workflows for performance, errors, and drift; performs routine maintenance and remediation under guidance; and generates status and exception

reports upon request. Maintains technical documentation and adheres to CDPH governance controls, including routing any new or expanded AI use case through the appropriate review/approval process before implementation.

- 10% Attends and completes formal and informal training to develop and maintain knowledge and skills related to AI, automation, and emerging information technologies, including CDPH-required Generative AI and information security/privacy training. Participates in self-directed learning (e.g., Microsoft Learn, Power Platform, and vendor or state-sponsored courses), knowledge-sharing sessions, and communities of practice to stay current with evolving tools, standards, and departmental policies. Applies newly acquired skills to assigned automation and AI-support tasks. Provides cross-training to ensure organizational resilience and fault tolerance to backup support personnel.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: D.S.

Date: 9/30/26