

DUTY STATEMENT

TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 10/01/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Analyst I	E. POSITION WORKING TITLE ITPM Analyst I	
F. CURRENT POSITION NUMBER 695-280-5157-001	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-280-5157-001	
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION OAS/Acquisitions & IT Program Management/IT Program Management	I. SUPERVISOR NAME AND CLASSIFICATION Israel Jimenez; IT Supv II	
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY 8:00-5:00 PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO DRIVING AN AUTOMOBILE ☐ YES ☒ NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☒ Business Technology Management ☐ IT Project Management ☐ Client Services ☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering
	Organizational Setting and Major Functions Under the supervision of the IT Program Management (ITPM) Information Technology (IT) Supervisor II, the Analyst I performs the less complex analytical and technical support on program issues, as well as serves as an administrative liaison for Acquisitions & IT Program Management (APMB).
40% of time performing duties	Essential Functions (Percentages shall be in increments of 5 and should be no less than 5%.) Analytical and Administrative Duties <ul style="list-style-type: none"> Analyzes and evaluates the less complex programs and procedures and recommends effective course of action. Analyzes data derived from reports and various documents; compare and evaluate the information in-order to provide recommendations. Performs less complex analyses and preparation on a variety of reports, including policy and program issues, and as requested. Review and analyze proposed legislation and advise management on potential impact. Makes decisions on financial, personnel, and other transactions of average complexity. Works as a field representative in intergovernmental negotiations. Composes, reviews and/or revises various memos, documents, and reports for dissemination for the IT Supervisor II and the Acquisitions & IT Program Management IT Managers' signature for consistency and within administrative policy, as well as for appropriate format and grammatical construction. Maintains PeopleSoft data entry/analysis/reporting for AMPB. Maintains FI\$Cal data entry/analysis/reporting for AMPB. Supports ITPM file management on network drives. Internal CDT Business Applications Support including Peoplesoft, ServiceNow and SharePoint. Supports the accounting activities of ITPM, to include review and validation of invoices and support ITPM staff on account related activities. Instructs students on how to print SCTASKS, assist with file management, and assist with administrative workload for APMB.
30% of time performing duties	<ul style="list-style-type: none"> Maintaining and updating branch procedures and forms. Provides copies, scans, and facsimile services. Prepares the assembly, delivery, and filing of legal documents. Statistical data collection on completed Contracts; create and compile status reports for all ITPM staff; review/track contracts for all ITPM staff.

25% of time
performing duties

- Works with staff in developing statistical report development using Word/Excel/Access/PowerPoint.
- Maintains the logging and tracking of executed Purchase Orders, Contracts, and other required documents using Word/Excel/Access/PowerPoint.
- Answers, screens, and responds to incoming CDT calls from various governmental agencies and departments, and the public efficiently and professionally to maintain effective working relationships with these entities.
- Provides direction and guidance for students.

Department Cal-Card Program Administrator

- Issues Cal-Cards to approved Cal-Card holders and provides training for Cal-Card usage. Prepares audits, and processes Cal-Card holder reconciliation packages ensuring the required documentation is submitted for claim processing, data input into financial systems. Maintains and updates Cal-Card files, documentation and develops statistical data.
- Verifies Cal-Card purchases are in accordance with the authorized dollar limits, State laws, rules and Purchasing Authority guidelines, all applicable policies and procedures, specific contract terms or agency guidelines and requirements. Responsible for ensuring that all Cal-Card payments are submitted in a timely manner.
- Serves as the Cal-Card processing/billing/dispute administrator by resolving payment and dispute issues by researching, analyzing, and using independent judgement to interpret and apply regulations. Performs as program evaluator between cardholders, approving officials and Accounting. Notify cardholders and approving officials of changes in policies and procedures, etc.

5% of time
performing duties

Marginal Functions (Percentages shall be in increments of 5 and should be no more than 5%.)

Manage calendars and schedules for management staff. Duties include:

- Timekeeping duties with existing clerical support staff. Timekeeping duties include attendance tracking and leave balance reporting.
- Coordinates various meeting requests for APMB and handles calendaring and works closely with management to develop materials necessary for the meetings.
- Assists ITPM and APMB with maintaining and updating Outlook individual and group calendars.
- Arranges training and travel accommodations for staff by completing the appropriate forms and attaching required documentation according to policies and procedures, incompliance with laws, rules, and regulations.
- Preparation/distribution of service requests that are generated in ServiceNow.
- Maintains Procurement files, archive information no longer needed and work with the Unit Lead(s) to purge obsolete data.
- Maintains, orders, and restocks office supplies, and inventory records for the office. Attend meetings as required and document open issues.

Work Environment Requirements

- Hybrid work model with flexible telework schedule available
- Ability to retrieve and replace files that contain paper documents with a thickness of four to six inches may be required.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The incumbent will be under the supervision of ITPM IT Supervisor II.

Actions and Consequences:

Failure to demonstrate proper judgment or the inability to successfully perform the essential functions of this position may result in costly mistakes and negatively affect the reputation of APMB and CDT. Missed deadlines or poor work quality could result in the inability of APMB to meet business operational needs on a timely basis. Inaccurate work could result in audit findings.

Personal Contacts:

Contacts are wide-ranging and include staff at all levels of the Department, customer departments, control agencies, and the vendor community. It is important that the incumbent operates in a professional and discreet manner, as confidentiality is critical.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

None

Supervision Exercised:

N/A

Other Information

Desirable Qualifications: (List in order of importance.)

- Knowledge of office management principles, methods, and procedures.
- Experience in reviewing/processing/validating invoices.
- File management experience
- Cal-Card program experience
- Knowledge of statistical and research methods.
- Experience in preparing reports and analyses on a variety of policy and program issues.
- Proficient in Microsoft Office Suite.
- Ability to use analytical techniques to resolve managerial administrative issues.
- Knowledge of Purchasing Authority guidelines; state laws, rules and all applicable policies and procedures, specific contract terms or agency guidelines and requirements.
- Ability to communicate effectively both orally and in writing.
- Ability to handle sensitive assignments with tact, diplomacy, and confidentiality.
- Demonstrates reliability, punctuality, and dependability with good attendance, professional and courteous
- Experience with PeopleSoft Financials, FI\$Cal or other Oracle based financial operating systems
- Willingness to accept challenges and handle multiple projects simultaneously.
- Ability to adapt to shifting priorities and demands, while still meeting deadlines.
- Service-oriented with strong interpersonal skills.
- Ability to work with all levels of staff within CDT, and other agencies and departments.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE