Proposed

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DUTY STATEMENT
TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)
26-049

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	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
		VACANT

D. CIVIL SERVICE CLASSIFICATION	E. POSITION WORKING TITLE
INFORMATION TECHNOLOGY ASSOCIATE	BUSINESS CONTINUITY ANALYST
F. CURRENT POSITION NUMBER	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
695-248-1401-001	695-248-1401-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION	I. SUPERVISOR NAME AND CLASSIFICATION
OFFICE OF ADMINSTRATION/INTERNAL IT SERVICES/DEPT STRATEGIC GOV, RISK, &COMP MGMT/BUSINESS CONTINUITY	Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)	K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO; DRIVING AN AUTOMOBILE ☐ YES ☒ NO
M-F/ 8:00 AM – 5:00 PM / DAY	

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 general supervision of the Business Continuity, Information Technology Manager I (ITM I), the Information Technology Associate (ITA) will act as the Business Continuity Analyst, performing hands-on execution of Business Impact Analyses (BIAs) and Business Resumption Plans (BRPs) in partnership with program offices; assisting in maintaining Continuity of Operations Plans (COOP) and Technology Recovery Plans (TRP); managing continuity documentation; supporting stakeholder coordination; developing and delivering status presentations; assisting in continuous improvement efforts; and maintaining continuity records and SharePoint content. The ITA serves within the Business Continuity Unit (BCU) of the Departmental Strategic Governance, Risk & Compliance (DSGRC) Branch under Internal IT Services (IITS), which oversees enterprise business continuity activities for the California Department of Technology (CDT). The IT Associate performs a variety of recuring, well-defined IT tasks, following established procedures, templates, and frameworks independently and seeking guidance with non-standard activities.

Essential Functions

% of time performing duties: 30%

Conduct Business Impact Analyses (BIA) and Related Testing, Exercises, and Drills

- Conduct BIAs under the direction of Business Continuity Lead and/or Business Continuity Manager, gathering business process information, documenting impacts and dependencies, validating data with program partners, and ensuring entries are accurate, complete, and aligned with established BIA templates and standards.
- Engage business programs to collect processes, dependency, and impact data.
- Document business processes using structured BIA templates.
- Validate data with stakeholders and clarify gaps, as needed.
- Enter and maintain BIA information in trackers and repositories.
- Summarize BIA results to support prioritization review by BCU Manager.
- Support and assist the unit's emergency response efforts, including fire drills, evacuation handbooks, and emergency plans.
- Assists in the testing and exercising of the various California Department of Technology (CDT) emergency communication tools (GETS, WPS, AtHoc, etc.).

25%

Develop Business Resumption Plans (BRP)

- Develop BRPs using established templates and guidance from Team Lead and/or Business Continuity Manager, incorporating BIA results, coordinating with program areas to confirm recovery steps, and routing draft and final versions through the appropriate review and approval process.
- Coordinate with business programs to finalize BRP content.
- Conduct periodic BRP updates and request revisions based on changes.
- Route updated BRPs for review and signature.

15%

Stakeholder Coordination & Communication

- Serve as an operational liaison with internal CDT programs during BIA/BRP activities.
- Communicate expectations, timelines, and instructions to business partners.
- Follow up with stakeholders on task completion and missing information.
- Track program points of contact and support stakeholder onboarding.

15%

Reporting, Presentations & Continuous Improvement

- Maintain BIA/BRP/COOP/TRP trackers and dashboards.
- Compile data for weekly/monthly reports.
- Assist in drafting presentation materials for management.
- Present status updates to BCU Manager or small groups, as requested.
- Support continuous improvement by recommending template updates, documentation improvements, and workflow refinements.

10%

Documentation, Records, and SharePoint Management

- Maintain continuity documentation and archives (BIA, BRP, COOP, TRP).
- Organize and update SharePoint libraries and reference materials.
- Maintain version control and naming standards.

Marginal Functions

5%

Performs other job-related duties as required to fulfil CDT's mission, goals, and objectives.

Work Environment Requirements

Work is performed in a standard office environment with controlled lighting and temperature and requires prolonged periods of computer use and participation in meetings. This position may be eligible for CDT's hybrid telework schedule, subject to operational needs and management discretion, and the incumbent may occasionally be required to report to the worksite with short notice to support business continuity, emergency response, or other time-sensitive activities. The position requires adherence to all applicable CDT and State policies, including those related to telework, information security, confidentiality, and acceptable use of state resources. The incumbent must be able to work under deadlines, handle multiple assignments, and adjust to shifting priorities, and may also be required to complete mandatory business continuity or emergency-management training. Occasional travel within the Sacramento area may be required for meetings, training, or continuity-related activities

Allocation Factors

Supervision Received:

Under the Business Continuity ITM I, the ITA works under general supervision. The incumbent receives specific direction regarding work assignments, priorities, and procedures. Work is reviewed on a regular basis for accuracy, completeness, and adherence to established policies, standards, and program requirements. As proficiency is demonstrated, the incumbent may perform routine tasks with limited supervision, while new assignments continue to require close guidance.

Actions and Consequences:

The ITA is responsible for completing assigned tasks accurately and in accordance with established procedures. Errors or delays may result in incomplete documentation, reduced

program effectiveness, or impacts to continuity and emergency response activities. Accurate and timely work supports reliable planning, coordination, and overall program success.

Personal Contacts:
The ITA has regular contact with staff and supervisors within the Business Continuity Unit, the IITS Division, and other CDT program areas to obtain information, clarify requirements, and assist with continuity and emergency response activities. The incumbent may also interact with staff from other state agencies, vendors, or service providers to gather data or support assigned tasks. These interactions require professionalism, clear communication, and the ability to follow established procedures.

Administrative and Supervisory Responsibilities:
None

Supervision Exercised:
None

OTHER INFORMATION

Desirable Qualifications:

- Knowledge of business continuity, emergency management, disaster recovery, or related operational support functions.
- Organizational skills and the ability to track tasks, follow instructions, and complete assignments accurately and on time.
- Ability to research, gather, and summarize information from multiple sources to support continuity and emergency response activities.
- Written and verbal communication skills, including the ability to prepare clear notes, summaries, or basic documentation.
- Experience with working collaboratively with others and maintain effective working relationships.
- Ability to analyze information, identify inconsistencies, and apply basic problem-solving skills.
- Experience with standard office software and collaboration tools (e.g., Microsoft Word, Excel, Outlook, Teams, and SharePoint).
- Ability to change priorities, learn new concepts quickly, and work effectively in a structured environment.
- Attention to detail and commitment to producing accurate, high-quality work.
- Ability to maintain confidentiality and exercise good judgment.

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