STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Information Technology Section/Software Development Group	Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Information Technology Associate	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-041-1401-039	08/17/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the general supervision of the Information Technology Supervisor I, the Information Technology Associate is responsible for assisting the Information Technology Specialist I in administering the Department's Internet/Intranet Web sites. The Information Technology Associate will serve as Assistant Web Administrator, perform Web database updates, and facilitate coordination with the Office of Community Outreach and Media Relations in matters pertaining to California Highway Patrol's (CHP) Internet and Intranet sites. As such, the Information Technology Associate will coordinate with CHP entities to create effective Web presentations, and provide technical expertise in the design, monitoring, implementation and maintenance of new and revised Web content for the Software Development Group.

SUPERVISION RECEIVED

The Information Technology Associate reports directly to and receives the majority of their assignments from the Information Technology Supervisor I. However, direction and assignments may also come from the Information Technology Supervisor II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Travel is generally not needed, but may occasionally be required.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
30%	Client Services: Design and develop Web pages in a variety of environments, such as HTML, CSS, Bootstrap, Javascript, Jquery, PHP, PowerBI, Power Automate, and SharePoint. Upload approved content, to include PDFs, images, Web formatted documents, work documents and imaps. Participate in the preparation of documentation, usage reports, status reports, special reports, and other documentation concerning Web-related issues.
30%	Client Services: Assist with the administration of the Internet and Intranet Web pages. Participate in the planning, analysis, implementation, administration, and support of the Department's Internet technologies. Assist the Department's Web Coordinators with providing consultative services concerning Web languages, media types, usability, scope definition, and document conversion. Assist with photo and video editing using Adobe suite. Participate in the development of the Department's Web development standards and policies.
20%	Software Engineering: Assist in the development of professional quality Web pages and digital media. Promote the use of digital media services throughout CHP. Train CHP users to ensure proper use, and optimize the utilization of the technology. Perform periodic updates to Web databases which include safety, news clippings, resource, reference, and other databases.
13%	Client Services: Monitor and administer Web e-mails sent to the public Web page account. Provide support assistance as needed to respond to customer calls regarding CHP Web pages and digital media services. Provide technical administration and support of the Department's digital media equipment, such as digital medial players. Provide feedback to management staff regarding outstanding Web and digital media services issues.
2%	Client Services: In the absence of the Webmaster, the Information Technology Associate will post AMBER Alerts to the Web, carry a pager, and be responsive to AMBER Alert requests. The Information Technology Associate will be required to provide rotational coverage and back-up support to the Webmaster.

	Non-Essential Functions
5%	Other duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE