Classification: Information Technology Specialist I

Working Title: IT Asset Specialist

Position Number: 358-522-1402-004

Division/Unit: Information Technology Services Division / IT Administrative Services

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under direction of the Information Technology Services Division (ITSD) IT Administrative Services (ITAS) unit, Information Technology (IT) Supervisor II, the IT Asset Specialist serves as a technical subject matter expert (SME) for the California State Lottery's IT Asset Management program, supporting core functions of the IT asset management lifecycle from procurement through disposal. The incumbent is responsible for coordinating physical inventory activities, tracking, reconciling, and maintaining asset records, producing and maintaining IT documentation, and supporting Configuration Management Database (CMDB) administration, integration, and maintenance. The IT Asset Specialist collaborates with all levels of management, staff, and other department entities to ensure IT asset information remains accurate, consistent, and reliable across the organization. The duties for this position are focused in the Business Technology Management domain; however, work may be assigned in other domains as needed.

Job Description

30% (Essential) Supports the administration, maintenance, and continuous improvement of the Configuration Management Database (CMDB) and related IT Asset Management systems to ensure the accuracy, integrity, and completeness of IT asset and configuration data. Maintains configuration item (CI) records; supports the implementation of new technologies, asset classes, and product types; and ensures adherence to established configuration management and asset management standards, including Information Technology Infrastructure Library (ITIL) best practices. Reviews and validates data from automated discovery tools, integrations, and other authoritative sources; performs routine audits and reconciliation activities; identifies and resolves data quality issues; and recommends improvements to tracking, reporting, and lifecycle management processes. Supports system integrations and data exchanges between the CMDB, asset management platforms, procurement systems, inventory repositories, and other IT systems to maintain reliable and consistent asset information.

30% (Essential) Supports IT asset inventory and lifecycle management activities by coordinating the receipt, verification, tracking, movement, reconciliation, and disposition of IT hardware and software assets. Reviews shipment records, purchase orders, contracts, and receiving documentation to ensure asset accuracy, accountability, and compliance with organizational requirements. Coordinates asset tagging, stock receipt reporting, equipment transfers, and physical inventory activities across Lottery locations, including Headquarters and Distribution Centers. Collaborates with Operations Support and other stakeholders to maintain accurate asset records, reconcile discrepancies across inventory and asset management systems, and ensure the integrity of enterprise asset data. Assists with inventory audits, lifecycle tracking, asset reporting, and process

Data Classification: Sensitive

improvement efforts to support effective asset management, compliance, operational efficiency, and informed decision-making.

20% (Essential) Monitors and analyzes IT asset, configuration, licensing, and inventory data to identify discrepancies, compliance risks, and opportunities for process improvement. Reviews and reconciles information from asset management systems, automated discovery tools, software entitlement records, and other authoritative sources to ensure data accuracy and alignment between purchased, deployed, and utilized software assets. Coordinates follow-up activities to investigate and resolve data variances, supports physical and software inventory reconciliation efforts, and maintains accurate asset records. Serves as a subject matter resource for software asset management activities by supporting the coordination and facilitation of Software Management Committee and workgroup meetings, preparing reports and dashboards, tracking software licensing, renewals, compliance and utilization metrics, documenting decisions, and assisting with the implementation of committee-approved actions to support effective asset governance and lifecycle management.

15% (Essential) Provides backup support for the ITSD Policy Management Program and IT Asset Management policy functions. Assists with the development, review, maintenance, approval, and implementation of ITSD internal and enterprise policies. Provides guidance to policy owners; supports policy reporting, documentation, and training activities; and assists in monitoring compliance with applicable laws, regulations, policies, standards, and procedures. Coordinates with business and technical stakeholders to identify policy and process requirements and serves on behalf of the primary program lead as needed to ensure continuity of policy governance and IT Asset Management policy operations. Supports project planning, coordination, tracking and implementation activities as needed.

5% (Marginal) Performs other job-related duties as assigned such as but not limited to: developing/ maintaining documentation, acting as a project lead. performing analysis and consulting services, and assisting with the training of any new personnel within the unit.

Scope and Impact

a. **Consequence of Error:** ITSD is responsible for delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1,000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

   Errors, incomplete staff work, poor recommendations, and/ or poor decisions may result in the loss of or disruption of major service to customers and/or the inability of ITSD to meet business needs. As appropriate, staff must be available to respond to service outages that affect daily operations to ensure business continuity.

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b. **Administrative Responsibility:** None.

c. **Supervision Exercised and Received:** The IT Asset Specialist is under the direction of and receives most assignments from the Administrative Services IT Supervisor II; however, direction and assignments may also come from the extended ITSD management team. This position does not supervise others.

d. **Personal Contacts:** The IT Asset Specialist interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultants, and other state agencies.

Physical and Environmental Demands

Not Applicable.

Working Conditions and Requirements

The incumbent will work in a fast-paced environment, with competing priorities, and critical deliverables.

a. **Schedule:** This position supports the Lottery during normal business hours from 8:00 a.m. to 5:00 p.m. unless otherwise approved by the unit manager. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.
b. **Travel:** Statewide overnight travel may be required.
c. **Other:** This position may be required to carry a Lottery-issued mobile phone. This position may be required to be reachable outside normal business hours.

Effective Date: TBD

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature	Printed Name	Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	Printed Name	Date