STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Technology Infrastructure Section	Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Information Technology Specialist I	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-043-1402-025	10/09/2026			

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 direction of the Information Technology Manager II - Commander, the Information Technology Specialist I is responsible for various tasks involving organizing, managing, and monitoring multiple complex projects, while providing technical research, analysis, and support services for the Technology Infrastructure Section (TIS). The Information Technology Specialist I performs project oversight which requires a thorough understanding of the California Department of Technology and Department of Finance requirements as stated in the State Administrative Manual (SAM) and the State Information Management Manual (SIMM). The Information Technology Specialist I will coordinate closely with the Department's Information Management Division to ensure the successful completion of projects and alignment with departmental goals for the TIS. The Information Technology Specialist I will serve as the point of contact for CALNET, the California Department of Technology's network service provider.

SUPERVISION RECEIVED

The Information Technology Specialist I reports directly to and receives the majority of their assignments from the Information Technology Manager II - Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
45%	IT Project Management - The Information Technology Specialist I organizes, manages, consults on, and monitors multiple complex projects. Participates in the development and maintenance of project resources and reporting systems, coordinating with the Information Technology Section Project Management Group, Information Management Division, and section managers, ensuring successful project completion. The Information Technology Specialist I maintains project resource planning, monitoring, and reporting systems, conducting analysis for technology projects and providing information technology (IT) consultation and support for various business needs. Creates and documents plans to allocate resources to ensure project goals and objectives are met, follows up with managers on assignments, and ensures oversight and client support for TIS. Prepares project status reports by collecting, analyzing, and summarizing data. Leads, develops and maintains ongoing project reports submitted to Department, Executive Management, and control agencies and advise Executive Management on IT project status and related issues, ensuring compliance with internal and external IT project reporting requirements. Assigns projects to the appropriate section manager, updates project information, monitors the status of ongoing projects to ensure established due dates are met, and provides weekly status reports to the commander and managers. Serves as the liaison to the Division Administrative Assistant in providing project status updates and responding to inquiries related to IT projects. Coordinates, manages, and trains the development of new IT staff to ensure they are prepared to effectively serve the project team. Organizes and documents the hiring of new project team members, following departmental and State policies and procedures, including: writing justifications for reclassifications, acting as a resource on personnel policies and procedures, assisting the Selection Standards and Examinations Section, and independently developing and providing vacancy status information to section management and Division on a weekly basis. Apply industry standards, principle, methods and techniques to manage a project through all phases of the Project Management System Development Life Cycle.

30%	Business Technology Management - The Information Technology Specialist I develops standards and methods to support organizational needs and ensures compliance with established policies, protocols, and procedures. Works with users, administrators, and Executive Management to identify and meet business and technical requirements. Prepares technology-related documentation that presents viable alternatives for solving complex business problems with sound technical solutions. Examines technical documentation to ensure accuracy of the description of technologies, processes, and products and their use and implementation, as well as compliance with departmental standards prior to review by the section commander. Provides suggested changes for improvement of staff work, including the methodologies employed, which are provided to the commander during the review process. Independently researches and analyzes technology trends, best practices, policies, and procedures and prepares IT-related reports according to SAM and SIMM rules and regulations. Performs impact analysis on proposed legislative bills with IT components that affect the Department, including the impact on processes, workloads, and operational services. Formulates updates to departmental IT policies (Highway Patrol Manual HPM 40.4, Information Security and Administration Manual), ensuring compliance with the SAM, State laws, policies, and IT governance. Develops and prepares all documentation for all IT audits and oversight agency requests.
15%	Client Services - The Information Technology Specialist I manages and maintains training systems and documentation for all IT-related and other mandated training within the section. Develops, maintains, provides training and documentation for all employees. Reviews data sharing agreements prior to the release of confidential information.
5%	Information Security Engineering - The Information Technology Specialist I maintains end user security and privacy training programs, ensuring compliance with established security protocols, procedures, laws, and regulations.
	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