



## PRIMARY OBJECTIVES

- Provide excellent customer service to the Information Technology Services Division staff as well as CDPH staff.
- Promote service-driven partnership between ITSD and the Program areas, including transparent charging for IT services.
- Bridging staff and resources for fiscally responsible technology services.

## SPECIAL ASSIGNMENTS

- Office of the Chief Information Officer Drills
- Budget Drills
- Personnel Drills
- Conducting Expenditure and Review Meetings to Improve Transparency
- Procurement Drills
- Facilities Drills

# ADMINISTRATION SECTION



## Administration Contacts

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<http://cdphintranet/technology>



# Information Technology Services Division

# Administration Section (Admin)

PART OF THE INFORMATION TECHNOLOGY SERVICES DIVISION

The purpose of the Administration Section is to achieve excellence by providing customer service to divisional and departmental employees.

Admin provides assistance to both Departmental and Divisional staff. Listed is a breakdown of the various services Admin provides:

## SERVICES PROVIDED

- Divisional Fiscal Accountability
- Divisional Human Resources
- CDPH IT Contracts and Procurements
- CDPH Service Requests for Dept. of Technology Services (DTS)
- Divisional Facility Operations
- Technology Training

## SERVICES TO DEPARTMENTAL STAFF

- Develop customer budget and expenditure reports
- Respond to customer requests related to the Cost and Billing System
- Evaluate and record DTS expenditure data
- Administration of the Information Technology Acquisition Plan (ITAP)  
<http://adsb.cdph.ca.gov/ITAP/>
- Ensure compliance with DGS, and the California Technology Agency (CTA) procurement policies and procedures
- Provide guidance, review, and approval of proposed IT Contracts and Procurements to CDPH Programs

## SERVICES TO DIVISIONAL STAFF

- Maintain the ITSD organizational chart.
- Review of CALSTARS reports to ensure the integrity of data.
- Tracking of expenditures by Branch and Section.
- Prepare invoices for payment submittals to accounting.
- Provide assistance with the hiring of staff
- Process time reporting
- Prepare, review, and approval of IT Contracts and Procurements
- Facilities coordination for the Division.
- Training coordination for all ITSD staff.  
**CDPHITTraining@cdph.ca.gov**

HAVE QUESTIONS FOR ADMINISTRATION?

You can contact us at 916.440.7262

Support for the division and the department