**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**ENTERPRISE SERVICES BUREAU**

**ENTERPRISE SUPPORT BRANCH**

**ENTERPRISE SERVICES SECTION**

**QUALITY ASSURANCE/ENTERPRISE TESTING OFFICE**

**JOB TITLE:** Information Technology Specialist I (ITS I)

**WORKING TITLE:** Technical Specialist / Quality Assurance Testing

**POSITION NUMBER:** 420-861-1402-XXX

**INCUMBENT:** Vacant

**PRIMARY DOMAIN:** Software Engineering - The architecture, development, operation, implementation, and maintenance of software systems.

**STATEMENT OF DUTIES:** Under direction of the Information Technology Supervisor II (ITSup II), the Information Technology Specialist I (ITS I) performs a wide range of complex analytical and advanced technical activities. The incumbent performs the more responsible, varied, and difficult work of the unit, and is assigned responsibilities, requiring independence of action. The incumbent typically acts as lead person on more complex assignments. The ITS I may function as a software testing lead, ensuring new releases and enhancements to software developed and used by the Department of Justice (DOJ) meets business requirements, technical specifications, and customer needs. Job functions include creating, and in some cases approving, test plans, schedules, methods, and approaches, coordinating with end-users for functional and user acceptance testing, and working with the technical, program and administrative staff on software release configurations and processes.

**SUPERVISION RECEIVED:** Under supervision of the IT Sup II.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular work station in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**40% TECHNICAL**

Develops plans and ensures that test management tools are seeded with all possible test cases/scenarios and data to meet all manual and automated testing methodologies per design requirements of the enterprise applications being developed or enhanced department and statewide. Analyzes, creates, designs, verifies, and, as needed, executes tests to validate enhancements and corrections to applications and systems that have been previously designed. Performs and documents exploratory tests of new and existing applications. May serve as the software testing lead, or assist with testing on assigned applications. Utilize software tools for automated testing activities and manual test results tracking. Works with business and IT stakeholders to identify necessary system requirements and changes.

**35% TESTING**

Facilitates and prepares traceable software test plans, scripts, and scenarios. Oversees and guides end-to-end and regression testing to ensure products meet quality expectations of customers and design specifications. Reports defects based on test case results. Collaborates with and leads stakeholders to correct defects discovered through testing in a manner that minimizes impacts to customer workflows. Participates in and/or leads load and performance testing on new and existing applications. Develops and executes test scripts using performance and load testing tools as prescribed by DOJ.

**CONSULTATIVE**

**15%** Participates in test planning meetings with division staff and stakeholders. Leads and monitors testing efforts to ensure testing assignment quality and timeliness. Provides testing management and leadership to staff and coordinates the new release implementation with the user community to ensure a successful delivery of the finished system.

**DOCUMENTATION/PROCEDURES/TRAINING**

**10%** Stays current on statewide information technology policies under the State Administrative Manual and Statewide Information Management Manual. Keep informed and maintain knowledge of emerging test methodologies, trends, technologies, and best practices. Continuously develops and enhances core IT skills and knowledge by ensuring thorough familiarity with the available tools, methods, and procedures to complete assignments; research, investigate, and keep abreast of trends in Information Technology, and; attend training, conferences, and webinars. Mentor lower-level staff.

**MARGINAL FUNCTIONS**

**5%** Other duties as required.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation*.

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Employee Signature Date Supervisor Signature Date