**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES**

**APPLICATION DEVELOPMENT BUREAU**

**DIVISION OF LAW ENFORCEMENT SYSTEMS BRANCH**

**LAW ENFORCEMENT APPLICATIONS SECTION**

**FIREARMS AND FORENSIC APPLICATIONS SUPPORT UNIT**

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

**POSITION NUMBER:** 420-860-1402-XXX

**INCUMBENT:** Vacant

**PRIMARY DOMAIN:** Business Technology Management: The management of information technology resources according to an organization's priorities and needs.

**SECONDARY DOMAINS**: Information Security Engineering: The security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments.

**WORKING TITLE:** Systems Analyst

**STATEMENT OF DUTIES**: Under the general supervision of the Information Technology Supervisor II (IT Sup II). The incumbent provides expertise in requirement gathering and business analysis. The incumbent will work with the Bureau of Firearm (BOF) program staff and project team members to gather requirements and produce system requirement specifications for the development of application functionality. The incumbent will serve as the subject matter expert in the business rules and functionality of the systems built and will provide on-going support and maintenance of project documentations.

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

**SUPERVISION EXERCISED**: None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for prolonged periods of time; view a video display terminal for prolonged periods; perform repetitive hand movements. May occasionally work overtime; and travel to other DOJ locations when needed.

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

**ESSENTIAL FUNCTIONS:**

**50% Systems Analysis**

* Coordinate and consult with users, administrators, and engineers to identify business needs and technical requirements for proposed system modifications or technology requirements. This includes conducting joint application design (JAD) sessions with BOF program staff and project team members.
* Consolidate and analyze all requirements gathered and produce documentations including but not limited to use cases, business rules, report specifications, and test cases.
* Participate in the design of new system architecture, standards, and methods to support organizational needs.
* Research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements.
* Prepare presentation and demonstrate system functionality to BOF stakeholders to ensure the system built and client expectation remains aligned through all phases of the project.
* Conduct impact analysis for defect resolution and enhancement requests.
* Maintain system documentation, test scripts and data for software changes that take place to address production problems and program needs.

**25% Quality Assurance**

* Participate in peer review of system documentations to ensure the correctness and completeness of requirements captured.
* Create test cases and test data, and perform all levels of testing to ensure the functionalities captured during business analysis are met.
* Log, review, and triage defect and enhancement requests logged in DOJ’s issue tracking and management system.

**25% Project Management**

* As a subject matter expert of BOF system requirements and system functionality, assist with identifying the root cause and possible solution to production problems.
* Assist with data collection for the purpose of generating ad hoc and on demand report requests from BOF.
* Assist with defining and maintaining project tasks and schedules.
* Work cooperatively and effectively with BOF program staff and team members.
* Provide management with verbal and written reports of activities and assigned tasks.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Employee’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Supervisor’s Signature Date