**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**ENTERPRISE SERVICES BUREAU**

**ENTERPRISE SUPPORT BRANCH**

**ENTERPRISE SERVICES SECTION**

**ENTERPRISE DEVELOPMENT SUPPORT SERVICES UNIT**

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

**POSITION NUMBER:** 420-862-1402-021

**INCUMBENT:** Vacant

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

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

**STATEMENT OF DUTIES:** Under the direction of the Information Technology Supervisor II (ITSup II), the ITS I will work at the technical specialist level to provide technical support to the Department's projects involving application development utilizing.Net, Oracle, and MS SQL Server DB. The ITS I will provide maintenance and support for multiple applications and serve as a lead technical analyst on critical applications. The ITS I will perform programming analysis, design, and evaluate complex data processing problems or systems. The ITS I will assist and support less experienced staff in the performance of their duties, assist management in project planning, and act as a technical project leader providing consultation, leadership, and expertise related to activities required to ensure the proper development, implementation, and maintenance of those applications.

**SUPERVISION RECEIVED:** Under the general supervision of the ITSup 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:**

**Technical**

45% Code/develop/maintain and support complex applications using .Net, JavaScript, Oracle DB, MS SQL Server DB. Write detailed project and system documentation for the most complex programs/modules, as well as actively participate in program development and unit system testing. Conduct design and code reviews and other technical evaluations of employees’ work products for consistency and appropriateness of actions. Responsible for ensuring all deliverables adhere to project and Department of Justice (DOJ) standards.

**Consultative**

35% Provide high-level technical leadership and expertise for data processing activities required to ensure proper implementation and maintenance of the larger applications, including developing solutions for the most complex production problems and database structure. Document applications and provide end-user training on use of those applications.

**Project Management**

20% Develop and implement Project Management artifacts (Charter, Project Management Plan, Test Plans, Implementation Plans, Configuration Management, Change Control documents, Status Reports, and architecture infrastructure). These documents include scope, development, and execution of the project schedule, creation and oversight of the budget, oversight of quality assurance events, development and management of human resources, outlining and executing project communication, performing comprehensive risk management, and participating in procurement activities. Develop complex project schedules using automated tools, starting from the development of work breakdown structures and working through the baseline project schedules, which include identifying tasks and their dependencies, assigning responsibilities, and estimating durations. Monitor and control scope, schedule, and time combined with constant risk analysis and oversight of quality assurance events to aid in the success of the projects. Report all variance to stakeholders and sponsors.

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

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