**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**APPLICATION DEVELOPMENT BUREAU**

**INTEGRATED APPLICATIONS AND SERVICES SECTION**

**CJIS APPLICATIONS UNIT**

**JOB TITLE**: Information Technology Associate (ITA)

**POSITION NUMBER:** 420-860-1401-0xx

**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.

**WORKING TITLE:** JAVA-PL/SQL Developer

**STATEMENT OF DUTIES:** Under the general supervision of the Information Technology Supervisor II, the incumbent is one of the developers of the California Justice Information Systems (CJIS) Applications Unit. This unit has the overall responsibility for CJIS applications such as; Restraining and Protective Order System, Wanted Persons System, Missing Unidentified Persons System, Stolen Vehicle and Automated Boat System, California Pawn and Secondhand dealer System, Supervised Release File, Automated Property System. The ITA is expected to play a key development role in working with the CJIS Applications and Systems Analysis teams, working closely with program clients and CLETS support staff in the coordination of the analysis, design, development, testing, implementation and maintenance of the CJIS applications.

Duties include, but are not limited to the following:

The ITA’s duties include making programming changes for applications, databases, interfaces, processes, and reporting tools. An essential responsibility is coding the technology per Department of Justices, Federal Bureau of Investigations, or industry standards, especially specifications related to security. Other duties require the incumbent to work collaboratively with program clients, CJIS AU developers and administrators, other DOJ technical staff, the law enforcement industry, and consultants to make sure the technology meets business, functional, and technical requirements, and meets the accepted performance standards. Other ITA responsibilities include problem solving, systems analysis, product development, and maintenance activities for mandated projects, enhancements, or maintenance assignments.

**SUPERVISION RECEIVED:** Under the general supervision of the Information Technology Supervisor II.

**SUPERVISION EXERCISED:** None.

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

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

**ESSENTIAL FUNCTIONS:**

**45% Development**

Code and develop applications using Java, PL/SQL, ElasticSearch, or other system-specific technologies. Code/develop applications leveraging middleware and data base technologies.

Develop physical design and implement data processing systems or interfaces between systems, form logical design requirements and functional specifications.

Write detailed specifications for complex programs/modules, as well as actively participate in program development, perform unit testing and system testing.

Analyze and resolve system failures and software problems by using development tools such as SQL Developer, and Eclipse to review code.

**35% Client Services**

Develop and update of as-is system documentation including system technical specifications and requirements, conceptual and logical architecture designs, data dictionaries, test scripts, test certifications, and other related artifacts.

Develop, maintain, and track requirements traceability matrices related to projects, enhancements, JIRAs, and service requests workload.

Prepare documentation and presentations on the as-is environment for training and mentoring purposes.

Perform data search requests by coordinating work effort and reviewing final product before submission.

Assist with legislation analysis.

**15% Information Technology Project Management**

Develop project plans, project schedules, and issue/risk logs.

Assist with the testing activities for the applications, databases, interfaces, processors, and reporting tools during the system integration, performance, and regression testing cycles.

Assist with developing, evaluating, and managing vendor contracts.

**MARGINAL FUNCTIONS:**

**5%** Other related work.

*I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation.*

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