**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**APPLICATION DEVELOPMENT BUREAU**

**DIVISION OF LAW ENFORCEMENT SYSTEMS BRANCH**

**LAW ENFORCEMENT APPLICATIONS SECTION**

**FIREARMS AND FORENSICS SOFTWARE DEVELOPMENT UNIT**

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

**INCUMBENT:** Vacant

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

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

IT Project Management - The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery;

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

**POSITION NUMBER:** 420-964-1402-004

**STATEMENT OF DUTIES**: Under the direction of the Firearms And Forensics Software Development Unit (FFSDU) Information Technology Supervisor II (IT Sup II), the ITS I acts as a team leader and performs at the expert specialist level of this career series to analyze, design, develop, and implement the most complex Java software systems for the Bureau of Firearms (BOF) program. The incumbent will serve as a leader in the architecture, system analysis, and development of system functionality and will provide on-going support of the FFSDU software systems.

The ITS I performs effectively in a fast paced environment with changing priorities and applies principles, methods and procedures for developing, optimizing and integrating systems in accordance with industry standards and best practices.

**SUPERVISION RECEIVED**: Under the direction of the FFSDU 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. Provide after-hours, on call assistance; work overtime; and travel to other DOJ locations when needed.

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

**ESSENTIAL FUNCTIONS:**

**50% ANALYTICAL/TECHNICAL**

* Analyzes, designs, codes, implements, and maintains system applications to meet the most complex and critical business needs.
* Defines and documents conceptual logical requirements for complex interface requirements and relational database access.
* Formulates Information Technology (IT) strategies and provides the highest specialist level analytical and technical support for gateways, web services and system interfaces, including code creation, modification, implementation, and enhancement using Java and Programming Language (PL) /Structured Query Language (SQL) programming languages, and extensible mark-up languages (XML).
* Provides analytical and technical guidance to design, develop, configure and implement applications using system software such as JBoss Application Server, JBoss Web Server, Oracle Application Server, Oracle Report Services, and Jasper Report Server.
* Develops and enhances the most complex applications utilizing but not limited to the JBoss Enterprise Application Platform, the Java programming language, UNIX shell scripting language, JavaScript, HTML, Programming Language/Standard Query Language, Extensible Markup Language (XML), Struts frameworks, Spring framework, Apache Maven, and Apache Ant.
* Designs, develops, configures and implements applications using system software such as JBoss Application Server, JBoss Web Server, Oracle Application Server, Oracle Report Services, and Jasper Report Server.
* Plans and performs all software implementations, migrations, reconfiguration, and system upgrades.
* Reviews and evaluates software programs, utilities and procedures related to server hardware, operating system, applications, storage, and back-up and recovery processes. This could include, but is not limited to database management systems and special purpose vendor-supplied packages software.
* Designs system security management tasks which include, but are not limited to, authorizing users, maintaining access controls, report and document security breaches, examining security logs and developing procedural and operational manuals.
* Designs and implements the most complex federated database systems to integrate multiple autonomous database systems into a single database, open access management services and service oriented architecture (SOA).
* Designs and implements application solutions for Windows-based systems as well as Unix-flavored systems, such as Unix, Linux, Solaris etc.
* Develops and conducts benchmark and acceptance tests for custom system software.
* Reviews and approves proposed performance tuning measures and resource utilization parameters.
* Participates in code review to ensure software developed by peer meets technical specification.
* Develops unit tests to ensure software developed is functioning properly.
* Monitors system performance and takes actions to resolve performance issues.
* Analyzes and resolves the most complex critical system failures and software problems escalated from peers.
* Prepares system management procedures and program documentation.
* Conducts analysis and definition of functional technical solutions that meet identified business needs, and develops necessary technical specifications and information to assist in the development and maintenance of technical processing procedures.
* Designs system security management tasks which include, but are not limited to, authorizing users, maintaining access controls, report and document security breaches, examining security logs and developing procedural and operational manuals.
* Investigates, analyzes, diagnoses, and resolves production system and/or application problems.
* Monitors system health, growth of application and system files to determine expansion needs, improve utilization of storage media, and define database system needs.
* Provides guidance to team members assisting BOF in resolving data and procedural issues in the production systems.
* Provides assistance in data collection and analysis for reporting purposes.
* Performs other technically complex and project lead responsibilities as required.

**30% LEADERSHIP AND CONSULTATION**

* Provides technical leadership in determining the best approach to resolving operational challenges or to design and implementation challenges.
* Provides technical consultation, leadership and expertise for all system related activities required to insure proper development, implementation and maintenance of various web applications undertaken by the Department. This will include making technical recommendations to management on the use of various web programming languages and software.
* Works with the client to write detailed system requirement specifications for the most complex IT program solutions, as well as actively participate in development and testing throughout the project’s life cycle.
* Serves as a high-level technical lead advisor in the continuous formulation and update of the Department’s web technology projects. Meet with department users, management, other technical resources, vendors, and other agencies to identify equipment/software needed to support information technology infrastructure. Give technical presentations to all levels of management, both internal and external to the Department.
* Reviews and analyze proposed legislation, product upgrades and enhancements; prepare technical impact and potential alternatives narratives, provide cost estimates, and advise management within scope of responsibility.
* Works cooperatively and effectively at all times with BOF program staff and team members. Provides management with verbal and written reports of activities and assigned tasks.

**10% TRAINING**

* Trains and mentors less skilled programmers on the integrated systems and databases, the complex n-tier environments, and message transaction systems.
* Trains and mentors less skilled programmers on the approved Integrated Development Environment (IDE) tools, hardware and software.
* Trains and mentors less skilled programmers on the use of software development tools and on defect identification and resolution technique.
* Trains and mentors team members on the support and maintenance of the BOF software systems and databases.
* Mentors unit members to use and follow the HDC IT Standards, Procedures and Policies for Software Development activities.

**10% PROJECT PLANNING**

* Assists the unit supervisor in identifying tasks and their interrelationships, assigning responsibilities to team members, and establishing programming task priorities.

*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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