**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES**

**APPLICATION DEVELOPMENT BUREAU**

**DIVISION OF LAW ENFORCEMENT SYSTEMS BRANCH**

**SINS SUPPORT SECTION**

**BIOMETRICS SUPPORT SECTION**

**JOB TITLE:** Information TechnologyAssociate

**POSITION NUMBER:** 420-860-1401-013

**INCUMBENT:** Vacant

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

**STATEMENT OF DUTIES:** Under the supervision of the Biometrics Support Section manager, the Information Technology Associate (ITA) will perform the analysis, evaluation and design for the next generation of applications offered by the department. The ITA will act as lead analyst, utilizing all phases of the system development life-cycle, from initial requirements and analysis through design, development, testing, implementation and maintenance to implement enhancements to systems supported by the section. Working independently, the incumbent assumes a high level of responsibility as the lead analyst for workflow processors and Criminal Justice Information Systems. The ITA will demonstrate excellent communication skills and maintain the cooperation and confidence of all levels of management, and internal/external stakeholders and business partners. Additionally, they will develop and maintain system requirements, test plans and test scripts for new releases of application software; perform system testing and integration testing; and isolate, define, and resolve the complex application problems, while working cooperatively with clients, information technology specialists and vendors. The ITA will develop impact and cost benefit analysis for business problems, change control requests and proposed legislation. The incumbent must exercise a high degree of initiative, analytical skills, and thorough reasoning skills during the performance of assignments.

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

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Provide after-hours, on-call assistance; work overtime and weekends; and travel when needed. Must be able to sit at a computer terminal for up to 8 hours per day to complete assignments; perform repetitive hand movements. May be required to move personal computers, reams of computer paper, boxed documentation, etc weighing up to 50 pounds.

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

**ESSENTIAL FUNCTIONS**

40% Perform complex technical analysis of business rules and system requirements. Write technical specifications and data flow diagrams for system applications. Identify and document application discrepancies and/or omissions and ensure changes to application are acceptable.

30% Perform complex tasks associated with gathering and analyses of statistics and other technical data in reports for proposed, recommended solutions and implementation plans. Present and review existing system and new system documentation with clients. Assist client and vendor staff in the identification of potential problem areas.

10% Analyze and develop organizational plans and procedures to bring new system applications into the operational flow of the Bureau’s enterprise approach. Make recommendations to the Section Supervisor and Bureau Management on system policy and plans that affect the Bureau.

10% Meet with various internal and external clients to assist in determining their business needs and provide automated alternatives. Perform other duties as required.

**MARGINAL FUNCTIONS:**

5% Travel when necessary to gather business requirements from local jurisdictions.

5% Provide section manager with information regarding team members’ performance for annual appraisals.

*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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