**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**APPLICATION DEVELOPMENT BUREAU**

**CRIMINAL JUSTICE INFORMATION SYSTEMS BRANCH**

**INTEGRATED APPLICATIONS AND SERVICES SECTION**

**STATISTICAL AND INTEGRATED REPORTING SERVICES UNIT**

**JOB TITLE**: IT Specialist I

**POSITION NUMBER:** 420-736-1402-004

**INCUMBENT:** Vacant

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

**STATEMENT OF DUTIES**: Under the general direction of the IT Supervisor II, the IT Specialist I (ITS I) is one of the senior members of the Statistical and Integrated Reporting Services Unit (SIRSU). This section has the overall responsibility for the creation of new applications, maintenance, and enhancements to the existing statistical collection interfaces for the SIRSU. The ITS I advises and guides vendors in support of providing data to or receiving for the collection of statistical information at the Department of Justice (DOJ). This position applies the highest level of technical and business knowledge in the most complex system analysis, development of user interfaces and reports, data analysis, and manipulation for business requests. The ITS I performs project lead responsibilities by clearly communicating the interface needs of the SIRSU. The incumbent will work with DOJ internal business program and information technology teams as well as external vendors and local law enforcement agencies to assist in resolving any interface and data submission issues with their applications. The incumbent will work independently and as a team leader to prioritize work, develop work plans, and manage task assignments. The incumbent will demonstrate a high level of communication (both oral and written) skills while performing these responsibilities. The ITS I will make technical recommendations to executive management, business customers, and other control/LEAs and provide leadership and direction to technical staff and vendors.

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

**SUPERVISION EXERCISED**: None.

**TYPICAL PHYSICAL DEMANDS**: Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds. Provide after-hours, on call assistance; and travel when needed.

**TYPICAL WORKING CONDITIONS**: Enclosed windowed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**50% TECHNICAL**

Provides detail interface documents and specifications of the most complex systems to share with external vendors and local law enforcement agencies to assist them to smoothly submit required data to DOJ.

Provides technical support to local law enforcement agencies to resolve system interface or data submission issues and problems.

Provides technical recommendations to resolve data processing program-related

problems.

Serves as a technical consultant in enterprise data processing matters to management, law enforcement clients, DOJ clients, and control agencies as required.

Assist in the maintenance and enhancement of the Stop Data Collection System Web Services and Secure File Transfer Protocial processes.

**25% LEAD**

Provides direction to staff of varying members of programmers working on various

applications and projects.

Conducts design and code reviews and other evaluations of employees for consistency and appropriateness of actions.

Ensures all deliverables adhere to project and DOJ standards.

Coordinates activities with the client, vendor(s) developers and installers and maintenance staff.

Assists and mentors staff in skills and knowledge needed for supporting the SIRSU applications.

**15% PROJECT MANAGEMENT**

Identifies tasks, interrelationships, work strategies and plans, assigned responsibilities, schedules, resource requirements, constraints, and risks for development and implementation of the most complex IT solutions.

Develops project plans by identifying work tasks and their interrelationships, determine skills needed to complete assignments and estimate effort to complete tasks.

Plans, performs, and manages quality assurance events including informal and formal reviews, requirements traceability and performance testing, and defect tracking.

**10% TRAINING**

Trains and mentors less skilled programmers on the integrated systems and databases, the complex n-tier environments, message transaction systems, Integrated Development Environment (IDE) tools, hardware, and software.

Mentors section members to use and follow the Hawkins Data Center IT Standards, Procedures and Policies for Software Development activities.

*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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Employee Signature Date Supervisor Signature Date