**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**APPLICATION DEVELOPMENT BUREAU**

**CRIMINAL JUSTICE INFORMATION SYSTEMS BRANCH**

**CRIMINAL JUSTICE INFORMATION SYSTEMS SECTION**

**JOB TITLE:** Information Technology Specialist II

**POSITION NUMBER:** 420-860-1414-004

**INCUMBENT:** Vacant

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

**SECONDARY DOMAINS:** Client Services: The full lifecycle of end-user device solutions, including evaluation, configuration, provisioning, training, security, tracking, and support for an end-user computing environment.

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

**STATEMENT OF DUTIES**: Under the administrative direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) performs system support at the mastery level for application systems comprised of complex databases containing sensitive and confidential data in a most complex data processing environment. The ITS II ensures that the business and IT requirements are in alignment by linking the business mission, strategy, and processes to the IT strategy. The ITS II will oversee and guide the business and IT strategies to cohesively enable and drive each other. The ITS II will make technical recommendations to executive management, business customers, and provide leadership and direction to other technical staff and vendors.

The ITS II is an expert in enterprise architecture, acts as a team lead, performs at the expert specialist level of this career series to analyze, design, develop, and implement data processing solutions. 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 incumbent will perform project lead responsibilities over one or more of the applications and 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.

**SUPERVISION RECEIVED**: Under the general direction of the ITM I.

**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:**

**30% Technical**

Responsible for the integration of multiple applications to satisfy the requirements of business need. Ensure that all interfaces are implemented and stabilized on an ongoing basis.

Code/develop the most complex applications using Java, Spring, PL/ SQL, Middleware, and data base technologies. Perform activities which utilize API’s. Use reporting tools, document applications, and provide end-user training on use of those applications.

Define and document conceptual logical requirements for complex relational data base access.

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

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

Analyze and resolve system failures and software problems.

Make technical recommendations to resolve data processing program-related problems.

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

**20% Enterprise Architecture**

Provide architecture assurance services for implementation and deployment, work in a lead capacity to resolve challenges and make development decisions by providing a sound design.

Work with DOJ technical and business staff to implement proper design solutions that meet user specifications and data center policy.

Represent the Criminal Justice Information Systems Section (CJISS) on an Enterprise Architecture board and participate in enterprise architecture meetings with other technical members.

Collaborate with DOJ and vendor staff to resolve critical design issues.

**20% Lead**

Provide direction to staff of varying members of programmers working on applications and projects.

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

Responsible for ensuring all deliverables adhere to project and DOJ standards.

Coordinate activities with the client, all vendor(s) developers, and installation and maintenance staff.

Assist and mentor staff in skills and knowledge needed for supporting the CJIS applications.

**20% Project Management**

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

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

Plan, perform, and manage quality assurance events including informal and formal reviews, requirements traceability and performance testing, and defect tracking.

**10% Training**

Train and mentor less skilled programmers on the following:

* Integrated systems and databases, the complex n-tier environments, and message transaction systems.
* Approved Integrated Development Environment (IDE) tools, hardware and software.
* How to use and follow the HDC 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’s Signature Date

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Supervisor’s Signature Date