

**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 FORENSIC APPLICATIONS AND SUPPORT UNIT**

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

**POSITION NUMBER:** 420-860-1402-027

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under general supervision of the Information Technology Supervisor II (IT Sup II), the incumbent provides technical expertise in system analysis, platform specific architecture design, specifications, and programming. The incumbent typically combines programming and analysis duties with project lead and quality assurance responsibilities, and may also work independently to resolve technical issues or problems associated with complex, integrated data processing systems.

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

**SECONDARY DOMAIN(S):** N/A

**SUPERVISION RECEIVED:** Under the general direction of the ITSup II.

**SUPERVISION EXERCISED:** N/A

**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:**

**45% Development**

Code/develop the most complex applications using SQL, HTML, CSS, JavaScript, jQuery, Bootstrap, Angular, middleware, and database technologies. Perform activities which utilize unix cron scripts and API's. Code/Develop to meet section 508, w3c, ADA requirements and guidelines. Write clear concise code following department standards & procedures. Develop logical design requirements/functional specifications for highly advanced systems/interfaces and lead the development team through implementation.

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Analyze and resolve complex system failures and software problems. Provide leadership and expertise to analyst and support level staff as warranted.

Monitor system performance, troubleshoot system issues and participate in developing and implementing solutions for the most complex production problems.

Design and build detailed use cases and logical data models; implement physical data designs and use cases to construct complex processing systems and interfaces between systems from functional and technical requirement specifications.

Develop master test plans and perform all levels of system testing on applications and enhancements to ensure that the system requirements are met.

Provide technical leadership and participate in the design and implementation of data conversion, database migration, and product upgrades.

Provide necessary technical training and business process knowledge transfer within the programming development unit.

**40% Analysis**

Responsible for analyzing data, events, and business needs to develop solutions for complex production problems and development applications.

Coordinate impact analysis and take corrective actions to resolve production issues and keep management apprised as needed.

Work with program personnel and Information Technology (IT) staff to define and document business and technical requirements for developing and enhancing complex applications.

Review and analyze proposed firearm legislation, prepare technical impact and potential alternatives narratives, provide cost estimates, and advise management within scope of responsibility.

Provide technical consultation for IT analysis matters to senior management as well as to client and control agencies as required.

**15% Project Planning**

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Assist the unit supervisor in identifying production work tasks and establishing unit priorities.

Assist the unit supervisor in identifying tasks, their interrelationships, work strategies and plans, assigned responsibilities, schedules, resource requirements, constraints and risks for development and implementation of complex IT solutions.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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FIREARMS AND FORENSIC APPLICATION SUPPORT UNIT**

**JOB TITLE:** Information Technology Associate

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

**INCUMBENT:** Vacant

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

**STATEMENT OF DUTIES:** Under general supervision of the Information Technology Supervisor II, the incumbent will work independently or jointly participate with other team members on maintenance or project activities. The Information Technology Associate (ITA) will perform maintenance and support at the ITA level for the Bureau of Firearms' CJIS and Consolidated Firearms Information System (CFIS) applications in addition to new development efforts on these systems as needed. The ITA will provide a good working knowledge of systems design, program specifications, and programming. The incumbents duties include, but are not limited to, combining the performance of less complex programming duties with systems analysis responsibilities.

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

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** None.

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

**ESSENTIAL FUNCTIONS:**

**50%      Technical**

Design, code, test and debug the less complex application modules and implement using standard programming languages, including, but not limited to SQL, and

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PL/SQL, as well as utilizing approved software tools such as Jaspersoft Studio.

Perform appropriate levels of unit, system and integration testing, thus ensuring the identified business requirements are met.

**30%      Production Support**

Take corrective actions to resolve Bureau of Firearms production issues and keep management informed as needed for the following applications: CJIS including Dealer Record of Sale (DROS), DROS Entry System (DES), Automated Firearms System (AFS) and Mental Health Firearms Prohibition System (MHFPS); and, assists in resolving production problems on CFIS applications.

Design style sheets for CJIS applications utilizing the Message Output Processor (MOP) tool.

Provide technical assistance on the Batch Framework for the Firearms' CJIS application batch jobs.

**10%      Consultative Services**

Assist clients in defining their business needs.

Work effectively and cooperatively with team members, management and clients.

Work jointly with program personnel and Information Technology (IT) staff to define and document business and technical requirements for developing and enhancing complex applications.

**10%      Communication**

Participate in project analysis, design and review meetings, including technical walk-throughs and/or presentations.

Provide project managers with verbal or written reports on activities or status of assigned tasks.

Identify, document, and advise management on operational and program related problems and make recommendations for the resolution of those problems.

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Employee Signature

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Supervisor Signature

8/12/19