DUTY STATEMENT
DEPARTMENT OF JUSTICE
APPLICATION DEVELOPMENT BUREAU
CRIMINAL JUSTICE INFORMATION SYSTEMS BRANCH
CRIMINAL JUSTICE INFORMATION SERVICES SYSTEMS SECTION

JOB TITLE: Information Technology Specialist II (ITS II)

POSITION NUMBER: 420-860-1414-004

INCUMBENT: Vacant

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

System Engineering: The development and maintenance of systems discovery and optimizing, maintaining performance and functionality of a defined system.

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

STATEMENT OF DUTIES: Under the general direction of the Information Technology Manager I (ITM I) of the Criminal Justice Information Services Systems Section (CJIS SS), the incumbent performs at the highest technical leadership level for the Department of Justice's (DOJ) Criminal Records Application Unit's (CRAU) system portfolio. The systems include the Disposition Processor (DP), Automated Criminal History System (ACHS), and Justice Automated Data Exchange (JADE). The ITS II serves in a key role by working closely with program clients, CRAU application developers and database administrators, infrastructure staff, and the Application Development Bureau's Enterprise Architecture Committee. Accordingly, the ITS II is a critical resource in ensuring coordination occurs through the systems analysis, product development, and systems maintenance processes.

The incumbent's duties include, but are not limited to, establishing technical specifications and standards with the Enterprise Architecture Committee, conducting analysis on legislation, performing complex systems analysis, resolving complex technical problems, developing system performance standards, and engineering architectural solutions. The responsibilities require the incumbent to work collaboratively with program clients, CRAU developers and administrators, infrastructure staff, the law enforcement industry, and consultants. These essential interrelationships are critical to identifying and meeting business, functional, and technical requirements along with accepted performance standards for the systems. As part of the duties, the incumbent will lead CRAU staff to develop and update desk procedures related to design, development, testing (unit, system integration, regression, and end-user) including test scripts and plans, deployment, and maintenance tasks. Further, the ITS II is responsible for developing and updating systems documents such as conceptual and logical designs, systems specifications,

data dictionaries, and disaster recovery manuals. In this role, the incumbent will prepare training manuals and presentations, and serve as a trainer and presenter.

SUPERVISION RECEIVED: Under general direction of the ITM I.

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.

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

ESSENTIAL FUNCTIONS:

45%   Software and System Engineering

Perform systems analysis that include reviewing business and functional requirements, reviewing technical specifications as established by the Enterprise Architecture Committee and Information Security Office, conduct As-Is analysis and document findings, research and evaluate solution options, and prepare To-Be solution recommendation and documentation.

Perform product (i.e., application, database, processors, etc.) development activities including aforementioned systems analysis tasks, conceptual and logical design, development programming, testing (i.e., unit, system integration, performance, regression, end-user), and system deployment.

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

Develop and maintain systems documents (i.e., conceptual and logical designs, systems specifications and requirements, data dictionaries, test scripts, disaster recovery manual).

30%   Client Services

Lead and/or participate on systems analysis discussions related to technical requirements, market surveys, the evaluation of options, and solution recommendations.

Participate in the development, maintenance, and tracking of requirements traceability matrices related to projects, enhancements, and JIRA maintenance workload.

Develop or participate in the development of work plans, definition of milestones, project schedules, budget projections, and resource allocations.

Develop and monitor project and sub-project plans and analyze to determine schedule delays, critical path delays, and institute strategies for recovery and mitigation.

Coordinate with CJIS SS ITM I and CRAU ITSup II to ensure cross training and knowledge transfer occurs by working with technical staff and consultants to develop documented training material.

Participate with end-user (program client) training.

Prepare presentations and conduct walk-throughs, demos, and presentations.

15%   Business Technology Management

Assist the CJIS SS ITM I and CRAU ITSup II with maintaining the section/unit system portfolio.

Assist the CJIS SS ITM I and CRAU ITSup II with procuring technology goods and services.

Serve on contract evaluation teams for ADB, CJISB, CJIS SS, and CRAU.

Assist CJIS SS ITM I and CRAU ITSup II with recruitment by participating on interview panels.

Assist CJIS SS ITM I and CRAU ITSup II with status and special reports.

10%   Enterprise Architecture Committee & Change Management Board

Serve on the Application Development Bureau Enterprise Architecture Committee, which is responsible for identifying and recommending technical standards.

Serve on the CJIS Division Change Management Board, which is responsible for approving or denying requested technical change deployment.

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

7/11/2018