

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: 420-860-1402-017

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

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advanced systems/interfaces and lead the development team through implementation. 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

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

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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