

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES**  
**APPLICATION DEVELOPMENT BUREAU**  
**CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATION SECTION (CLETS)**  
**SUPPORT SERVICES SECTION**  
**CLETS ADMINISTRATION UNIT**

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

**POSITION NUMBER:** 420-864-1402-028

**INCUMBENT:** Vacant

**PRIMARY DOMAIN:** Client Services

**STATEMENT OF DUTIES:** Under the general supervision of the Information Technology Supervisor II (IT Sup II), the ITS I is the advanced technical specialist within the complex and evolving telecommunications environment of the CLETS Administration Section (CAS). The ITS I is the lead technical specialist/consultant on multi-million dollar project proposals submitted by state, federal and local law enforcement agencies (LEA) connected to CLETS; and is required to use independence and initiative in performing duties with substantial technical decision-making discretion. The ITS I coordinates and analyzes all aspects of the most complex network design proposals submitted by LEAs and proposed network/system modifications. The ITS I provides technical expertise and oversight to the CLETS audit processes. The ITS I is required to use independence and initiative in performing duties with substantial technical decision-making discretion. Duties include providing independent network consultation to local, state, and federal law enforcement; criminal justice agencies; and appropriate in-house Department of Justice (DOJ) management; advising and directing criminal justice agencies on the processes and policies that must be followed to obtain and maintain CLETS access; coordinates the connection of network carrier service lines; coordinates vendor changes and enhanced software testing prior to implementation and connectivity to CLETS; performs complex analyses and studies related to CLETS; provides interpretations of California and federal laws, as well as DOJ, CLETS, and Federal Bureau of Investigation (FBI) policies; coordinates and provides staff support to the CLETS Advisory Committee at meetings; and independently prepares and provides presentations and technical training sessions related to CLETS at meetings and conferences attended by criminal justice personnel.

**SUPERVISION RECEIVED:** Reports directly to the IT Sup 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.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

**ESSENTIAL FUNCTIONS:**

- 35% Serves as the lead technical specialist/consultant on multi-million dollar project proposals submitted by state, federal and local LEAs connected to CLETS; provides interpretations of California and federal laws, as well as DOJ, CLETS and FBI policies. The ITS I provides technical consultation to LEA technical personnel, vendors, executive management and appropriate DOJ management to identify business and technical security requirements for proposed system modifications. Conducts detailed technical reviews of both hardware and software related to LEA systems, implementation of mobile technology and cloud computing environments.
- 35% Conducts security audits through an application process of LEAs network configurations to ensure both the logical and physical security protocols of their networks and equipment connected to CLETS meet or exceed both DOJ and FBI CJIS Security Policy requirements. The security audit includes, but is not limited to: ensuring their network has required encryption in place when CLETS traffic traverses outside a physically secure location; firewalls and access control lists are present; advanced authentication is utilized as required; wireless protocols for devices are met; complex passwords meet requirements; network monitoring tools to detect unusual activity and patch management are utilized; and partitioning and virtualization environments are secured to ensure segmentation from non-law enforcement agency networks. The ITS I formally notifies LEAs of their non-compliance with security requirements; obtains an implementation plan from the agency; and provides reports on security compliance to the CLETS Advisory Committee (CAC). The ITS I ensures the LEAs message headers for their TCP/IP interface to CLETS meet the requirements of the CLETS Technical Guide to ensure successful transmission and receipt of CLETS messages; coordinates the installation of network carrier circuits; and coordinates vendor changes and enhanced software testing prior to implementation and connectivity to CLETS.
- 10% Conducts complex, detailed technical security audits of CLETS archive logs and associated reports to assist LEAs and DOJ management with criminal investigations and internal misuse investigations. The ITS I will also conduct audit to ensure any inquiry submitted through the CLETS, for information other than criminal history, includes a reason for the inquiry; and to ensure no subscribers to the system use non-criminal history information from the system for purposes of investigating violations of Section 1325 of Title 8 of the United States Code, if a violation of that section is the only criminal history in an individual's record. The ITS I acts as the lead for misuse investigations by tracking Misuse Reporting Forms submitted by subscribing agencies, conducting analytics on submissions and compiling statistics.

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- 10% Performs complex analyses and studies related to the automation of new CAS processes which involve identifying business needs, participates in Joint Application Development session, and develops business rules. Act as project leader in the initiation, planning, and evaluation of special studies, reports, and network surveys; participate in meetings with various CLETS Advisory Committee work group representatives to develop technical requirements, system specifications, and policy on client agency interfaces to CLETS based on existing law and evolving technology; conduct research and analyses or develops responses to politically controversial and sensitive issues related to CLETS; and provide recommendations to management and the CLETS Advisory Committee.
- 5% Coordinates and provides staff support to the CLETS Advisory Committee at meetings; responds to inquiries from the Committee regarding DOJ-approved applications; presents applications for upgraded service when it includes new technology; provides status reports for agencies not meeting CLETS policies or security requirements; and prepares PowerPoint presentations which include graphs/charts design and network statistics compilation to present to the Committee.
- 5% Independently gathers, analyzes, prepares and gives presentations and training sessions related to CLETS policy and security requirements at meetings and conferences attended by LEA personnel. Update publications for CLETS client users. Independently creates information bulletins describing solutions to various communication problems, new system capabilities, policy changes, and information of general interest concerning CLETS. In the role of Control Terminal Agency for California, the ITS I will assist in validating the California listing of approximately 3,700 criminal justice and law enforcement agencies received from the FBI and the International Justice and Public Safety Network (NLETS) every two years.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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*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