DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
APPLICATION DEVELOPMENT BUREAU
FIREARMS & ENTERPRISE SYSTEMS BRANCH
MANAGED APPLICATIONS SERVICES SECTION
FIREARMS SOFTWARE DEVELOPMENT UNIT

JOB TITLE: Information Technology Specialist I (ITS I)

POSITION NUMBER: 420-860-1402-087

INCUMBENT: Vacant

WORKING TITLE: Java Developer

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

SECONDARY DOMAINS: Information Security Engineering: The security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments.
System Engineering: The development and maintenance of systems discovery and optimizing, maintaining performance and functionality of a defined system.

SUPERVISION RECEIVED: Under the general supervision of the IT Sup II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for prolonged periods of time; view a video display terminal for prolonged periods; perform repetitive hand movements. Provide after-hours, on call assistance; work overtime; and travel when needed.

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.

STATEMENT OF DUTIES: Under the general supervision of the Information Technology Supervisor II (IT Sup II). The incumbent performs at the expert specialist level of this career series to analyze, design, develop, and implement the most complex software systems for the Bureau of Firearms (BOF) program. The incumbent will serve as a leader in the development of application functionality and will provide on-going support of the BOF software systems. Duties include, but are not limited to, the following:

ESSENTIAL FUNCTIONS

40%   Software Development

- Develops and enhances the most complex applications utilizing but not limited to the JBoss Enterprise Application Platform, the Java programming language, UNIX shell scripting language, Javascript, HTML, PL/SQL, XML, Struts 1 and 2 frameworks, Spring framework, Apache Maven, and Apache Ant.
- Develops logical design requirements/functional specifications for highly advanced systems/interfaces and lead the development team through implementation.
- Provides on-going support to production systems and produce software patches to resolve defects or to enhance system functionality.
- Performs software product deployment and release management activities.
- Develops, updates, and implements standards, procedures, and controls to ensure the proper installation, configuration, maintenance, security, reliability and availability of BOF systems.
- Acts as a liaison between the Firearms Software and Development Unit and other Application Development Bureau sections by communicating and coordinating request for file changes and other release management and application deployment duties.

20%   Analysis and Design

- Works with systems analysts in the development of software requirement specifications and technical design specifications.
- Creates and maintains technical design documents to describe the software architecture and system built to meet BOF program needs.

15%   Quality Assurance

- Participates in code review to ensure software developed by peer meets technical specification.
- Develops unit tests to ensure software developed properly functions.
- Develops functional and non-functional tests and conduct system integration testing.

15%   Lead Functions

- Provides technical leadership in determining the best approach to resolving operational challenges or to design and implementation challenges.
- Trains and mentors team members on the support and maintenance of the BOF software systems and databases.
- Trains and mentors less skilled programmers on the use of software development tools and on defect identification and resolution technique.

- Provides guidance to team members assisting BOF in resolving data and procedural issues in the production systems.
- Provides assistance in data collection and analysis for reporting purpose.

10%   Project Planning

- Assists the unit supervisor in identifying tasks and their interrelationships, assigning responsibilities to team members, and establishing programming task priorities.
- Works cooperatively and effectively with BOF program staff and team members. Provide management with verbal and written reports of activities and assigned tasks.

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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Employee's Signature   Date   Supervisor's Signature   Date