

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION  
APPLICATION DEVELOPMENT BUREAU  
FIREARMS & ENTERPRISE SYSTEMS BRANCH  
ENTERPRISE APPLICATION SUPPORT SECTION  
DEVELOPMENT & SUPPORT UNIT**

**JOB TITLE:** Information Technology Specialist I

**POSITION NUMBER:** 420-860-1402-066

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under the general supervision of the Information Technology Supervisor (IT Sup) II, the incumbent acts as project leader on complex applications and technology systems in support of the Department's SharePoint environment. Independently performs programming and analysis work to provide systems design, program specifications, and programming. The incumbent will also participate on projects of a very complex nature or broad scope.

This position performs system support at the full-journey level for operation systems comprised of complex databases containing sensitive and confidential data, and very complex suites of applications, gateways, and multi-system interfaces. The incumbent will provide in-depth knowledge of the Department's data processing environments and standards while performing the duties of a SharePoint developer including developing conceptual designs, data models and resource estimates; defining project work activities, timelines and system constraints; and design and development of complex systems and interface configurations.

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

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL CONDITIONS:** Ability to sit at a computer terminal for prolonged periods of time; view a video display terminal for prolonged periods; perform repetitive hand movements.

**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:**

**Analytical/Technical**

- 40%      Independently perform as a technical specialist on complex systems to design, write, as well as test and debug complex application programs and implementation procedures in support of SharePoint technology solutions by enabling interactivity between numerous complex web and database systems with the Departments enterprise applications.
- Design and manage a governance plan that helps users collect, store, retrieve, and use the information that is needed to achieve business objectives:
    - Develop IT service hosting governance to manage accounts, multitenancy to share service resources across customers while partitioning data, maintenance activities, site ownership roles, security options, and ensure data integrity.
    - Define customization policies to support customization needs while controlling scope that includes, but is not limited to, approval process for customization tools, management of source code, development standards and coding best practices, test and verification standards, and packaging and installation methods.
  - Configure and manage sites and site collections, utilize themes, create lists and libraries, and develop web parts.
  - Administer user rights and access, and implement information management policies to ensure item security.
  - Develop workflows to automate project tasks by implementing business processes to improve organizational efficiency and productivity by managing the tasks and steps involved in business processes.
- 15%      Conduct analysis and definition of functional technical solutions that meet identified business needs, and develop necessary technical specifications and information to assist in the development and maintenance of technical processing procedures.
- 15%      Investigate, analyze, diagnose, and resolve production system and/or application

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problems; monitor the growth of application files to determine expansion needs, improve utilization of storage media, and define database reorganization needs.

- 10% Develop test material and system tests by applying expertise in testing standards, philosophy and test planning.

**Project Planning**

- 10% Act as project leader to ensure successful completion and implementation of critical projects that includes:
- Applying creative thinking and effective technology solutions in the design of complex information technology systems while meeting the needs and requirements of the Department of Justice and its customers.
  - Conducting project analysis, business needs analysis, design and review meetings, including technical walk-throughs and/or presentations.
  - Identifying, documenting and advising management on operational and program related problems and makes recommendations for resolution of those problems.

**Consultative/Training**

- 10% Serve in a consultative technical capacity in complex EDP analysis matters to senior management, as well as to client and control agencies to ensure current and future needs are met. Independently perform consultative programming analyses for complex web-based enterprise applications and inter-relational database issues.

*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.

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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.

*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's Signature | Date | Supervisor's Signature | Date |
|----------------------|------|------------------------|------|