

**DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
APPLICATION DEVELOPMENT BUREAU
FIREARMS AND ENTERPRISE SYSTEMS BRANCH
MANAGED APPLICATIONS SERVICES SECTION
FIREARMS SOFTWARE AND DEVELOPMENT UNIT**

JOB TITLE: Information Technology Associate (ITA)

POSITION NUMBER: 420-860-1401-021

INCUMBENT: Vacant

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

STATEMENT OF DUTIES: Under general supervision of the Information Technology Supervisor II (ITSup II), the incumbent will work independently or jointly participate with other team members on maintenance or project activities. The ITA will perform maintenance and support at the ITA level for the Bureau of Firearms' California Justice Information Systems (CJIS) and Consolidated Firearms Information Systems (CFIS) applications in addition to new development efforts on these systems as needed. The ITA will provide a good working knowledge of systems design, program specifications, and programming. The incumbents duties include, but are not limited to, combining the performance of less complex programming duties with systems analysis responsibilities.

SUPERVISION RECEIVED: Under the general supervision of the ITSup II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: None.

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:

50% Technical

Designs, codes, tests, and debugs the less complex application modules and implement using standard programming languages, including, but not limited to SQL, and PL/SQL, as well as utilizing approved software tools such as Jaspersoft Studio.

Performs appropriate levels of unit, system and integration testing, thus ensuring the

identified business requirements are met.

30% Production Support

Monitors, supports, and takes corrective actions to resolve Bureau of Firearms production issues and keep management informed as needed of CJIS and CFIS applications.

Designs style sheets for CJIS applications utilizing the Message Output Processor tool.

Provides technical assistance on the Batch Framework for the Firearms' CJIS application batch jobs.

10% Consultative Services

Assists clients in defining their business needs.

Works effectively and cooperatively with team members, management, and clients.

Works jointly with program personnel and IT staff to define and document business and technical requirements for developing and enhancing complex applications.

10% Communication

Participates in project analysis, design and review meetings, including technical walk-throughs and/or presentations.

Provides project managers with verbal or written reports on activities or status of assigned tasks.

Identifies, documents, and advises management on operational and program related problems and make recommendations for the resolution of those problems.

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.

Employee's Signature

Date

Supervisor's Signature

Date