

Duty Statement
ITS I – ADB/DBPSB/IASS

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
APPLICATION DEVELOPMENT BUREAU
DLE BIOMETRICS AND PDMP SYSTEMS BRANCH
INTEGRATED APPLICATIONS AND SERVICES SECTION

JOB TITLE: Application Developer

POSITION NUMBER: 420-860-1402-094

INCUMBENT: Vacant

PRIMARY DOMAIN: Software Engineering: The architecture, development, operation, implementation, and maintenance of software systems including user research, user centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of business application services

SECONDARY DOMAIN: Business Technology Management: The management of information technology (IT) resources according to an organization's standards, priorities and needs including activities such as information technology policy and program development, information technology portfolio management, information technology procurement, service performance management, process reengineering, business analysis, research and development, strategic planning, digital service user experience engagement, content design, and product and delivery strategy.

STATEMENT OF DUTIES: Under the direction of the IT Supervisor (IT Sup) II, the IT Specialist (ITS) I performs as a software developer for the Department of Justice (DOJ) Integrated Applications and Services section. The ITS I plays a key role as a full stack developer leveraging a JAVA and Oracle technology stack. The ITS I analyses, designs, builds, tests, plans, and implements DOJ applications. The ITS I writes code in support of applications within the Application Development Bureau (ADB). The incumbent performs a wide variety of the most complex development, administrative and technical tasks and acts as technical, project, or team leader, as required. The incumbent makes recommendations to executive management, business customers, and other control/Law Enforcement Agencies.

The ITS I works cooperatively with both clients and development staff in identifying and defining functional solutions that meet identified business requirements; develops and updates application code and applications documents such as requirement specifications, training manuals, and presentations; participates in data modeling; data dictionary creation and

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maintenance; workflow design; development of test plans and scripts for new releases of application software; performs system testing and integration testing; and troubleshoots, isolates, defines, and resolves the more complex application problems.

SUPERVISION RECEIVED: Under the direction of the IT Sup II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for extended periods. May be required to lift, carry, or move up to 20 pounds. Provide after-hours, on-call assistance; 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.

ESSENTIAL FUNCTIONS:

SOFTWARE ENGINEERING

35% Understands and translates business needs into functioning application code designed to support long-term solutions. The incumbent works with development teams to implement data strategies, builds data flows and develops conceptual data models. Creates and maintains application design documentation including but not limited to data dictionaries, data flow diagrams, application ReadMe files, setup/installation guides, release notes, deployment & CI/CD documentation, and testing documentation. Acts as a resource to implement physical tables from logical models to ensure proper and correct physical database implementation.

Creates and maintains data mapping documents between source and target data stores to support, extract, transform, and load (ETL) processes. Analyzes and defines technical functional solutions to meet identified business requirements.

35% Performs application development and support activities following the ADB Software Development Life Cycle including implementation.

Develops, tests, and maintains high-quality application code in accordance with project and business requirements. Manages and maintains code branches using version control

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systems, implements and updates Continuous Integration (CI) pipelines to support automated build and deployments, and ensures the integrity of the build process through regular compilation and testing. Writes and maintains comprehensive unit tests to ensure code reliability and facilitates future development and refactoring. Plans and performs appropriate levels of system and integration testing. Collaborates closely with team members to troubleshoot, debug, and optimize application performance throughout the development lifecycle.

Develops and maintains technical documentation leveraging ADB tools, templates, and procedures.

Coordinates application implementation and system testing between all interfacing systems.

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

Assists and mentor's staff in skills and knowledge needed for supporting applications.

Learns and keeps abreast of relevant tools and technologies to ensure efficient development and operational processes and standards are employed for continuous improvement of systems and applications.

Business Technology Management

15% Works with and conducts meetings with clients to analyze the needs of the business and captures the information during business planning discussions. Uses data gathered from clients to design and implement application changes to meet business needs. Completes a risk assessment from a technical standpoint for the business based on the information shared during planning discussions.

Monitors application logs, alerts, and notifications to ensure systems are performing as per the service level agreement for operations and user support. Performs operational activities as required to maintain application security and availability.

Acts as a technical Subject Matter Expert; participates in studies, business and legislative analysis, and researches and develops solutions that solve complex programs and enterprise challenges.

Assists with special projects in a variety of roles including planning, organizing, and completing reports. These special projects may include outcomes that drive Bureau or organizational direction.

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Provides project management stakeholders with verbal or written reports of activities and assigned tasks as per the Project Management Plans.

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

Assists with the procurement package documentation (i.e. Statements of Work, Government Code 19130, etc.) and take ownership for review and acceptance of the work performed by consultants.

Ensures successful transition of the project implementation (after go-live) to operations for ongoing support and maintenance.

CLIENT SERVICES

10% Develops, maintains, and conducts end-user (client) training. Contacts clients, users and involved agencies to deliver training by face-to-face, webinar, or classroom-based training sessions.

Assists in or conducts project/system analysis, design, and review meetings including walk-throughs and/or presentations.

Conducts regular and frequent communications with the project team, vendors, and management.

5% Other duties as required.

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.

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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