

**DEPARTMENT OF JUSTICE
BUREAU OF FORENSIC SERVICES
Jan Bashinski DNA Laboratory
420-506-1402-005
Vacant**

JOB TITLE: Information Technology Specialist I

STATEMENT OF DUTIES: The Information Technology Specialist I serves as part of a team of Systems Administrators with independent responsibility for administering, coordinating, planning, and infrastructure upkeep and maintenance for the Jan Bashinski DNA Laboratory and the statewide DNA database, CAL-DNA. The State DNA database must coordinate with and provide data to the National DNA Index System (NDIS) on an ongoing basis through a Wide Area Network (WAN). Responsibilities include monitoring system performance, accumulation and analysis of information and problem definition and resolution; Active Directory (AD) and IT resource management and the development of statewide plans for databases which interface with local laboratories and the national system, NDIS.

SUPERVISION RECEIVED: Reports directly to the Information Technology Supervisor II.

SUPERVISION EXERCISED: No supervision exercised. Acts as project leader for the section providing information technology support for CAL-DNA and the CODIS systems.

TYPICAL PHYSICAL DEMANDS: Ability to sit and type at a computer terminal for long periods of time, ability to safely rotate, reposition, stand and work at computer workstations, ability to lift and move up to 20 pounds at a time.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

40% The incumbent collaborates with team members to build, manage, maintain, monitor server environments; build and maintain virtualization environments and container orchestration with Docker, Hyper-V or Kubernetes and oversee system load balancing, evaluate system performance and implement operational and technical security controls. Deploy all required Microsoft security updates and cumulative rollups; continuously monitor Information Systems and recommend security enhancements that align with organizational policies.

Verify the integrity, availability of hardware, network, server resources, and provide actionable recommendations to optimize configurations of Storage Area Networks to ensure high performance, reliability, and efficient data access.

Design, develop and maintain automation scripts using PowerShell and other scripting languages to optimize and streamline daily operations; verify completion of scheduled jobs. Schedule and maintain regular backups of critical electronic data; routinely test data backups to validate system recovery

- 20% Perform complex analytical tasks assessing the impact and implications of information technology as it pertains to Proposition 69; design, implement and install a complex client-server database over Local and Wide Area Networks (LAN/WAN); manage and configure domain trust relationships between State and Local DNA Index System domains to allow for offsite backup. Upgrade and maintain protocols for interfaces with state & federal DNA databases or support functions; manage the DNA LAN and associate WAN's and provide problem resolution; perform regular system audits to maintain the integrity and security of the system; coordinate with other DNA program staff concerning legal aspects of DNA data.
- 20% Maintain and manage Microsoft Active Directory environments, overseeing user accounts, group memberships, and directory replication. Enforce security policies and control user authentication through strict access controls and Group Policies, ensuring seamless and secure resource access. Additionally, enforce regulatory compliance and execute disaster recovery strategies to maintain a resilient IT operation

MARGINAL FUNCTIONS:

- 10% Collaborate closely with the team to anticipate and plan for future hardware and software needs while ensuring continuous warranty, maintenance and support for critical servers, storage, and backup infrastructure; manage and develop internal certificate authority and digital certificate management.

Apply standard computer images; install and configure DNA software; maintain comprehensive hardware and software asset tracking to optimize resource availability.

Develop and sustain cooperative working relationships with the Technical Assistance Center and other DOJ staff; Participates in team technical discussions, effectively communicate with customers, vendors, and contribute to keeping the team's documentation updated.

- 5% The incumbent collaborates with management and provides leadership for administrative and technical support, developing priorities, plans, and schedules. Assume the duties and responsibilities of the Information Technologies Supervisor II on an acting basis as required
- 5% Provide additional services for special projects with staff as assigned.

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