

**DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
APPLICATION DEVELOPMENT BUREAU
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-860-7500-004

JOB TITLE: Bureau Director, Application Development Bureau

CLASSIFICATION: Career Executive Assignment (CEA), Level B

STATEMENT OF DUTIES: Under the administrative direction of the Information Technology (IT) Assistant Chief of the California Justice Information Services (CJIS) Division, the Bureau Director is responsible for planning, organizing, and directing the activities of the Criminal Justice Information Systems Branch, the Division of Law Enforcement, Biometrics & Prescription Drug Monitoring Program (PDMP) Systems Branch, and the Firearms & Enterprise Systems Branch within the Application Development Bureau (ADB). The ADB Bureau Director oversees the application development and data services and ensures continuous improvement and innovation processes for reliable and secure system designs using internal resources, third party strategic service partners, and managed service providers. The Bureau Director develops, recommends, and implements policies and strategies for the Department of Justice (DOJ) and has a direct impact on the client agencies. The position plays an active role in the formulation of long-range strategic planning; provides much of the technical direction in establishing policies and procedures regarding enterprise application services and related infrastructure services and systems; administers departmental plans and provides overall program development and implementation. The Bureau Director is responsible for advocating legislative solutions; developing and maintaining effective partnerships and collaborating with internal and external IT partners and all other IT service teams; and represents the ADB and the CJIS Division before the Legislature, governmental agencies, and public and private organizations. As a member of the executive staff, the position provides much of the technical direction in establishing policies and procedures related to the software systems. The Bureau Director will provide policy to highly technical staff to ensure maximum efficiency and work closely with internal business customers and external criminal justice partners to ensure optimal performance and execution for all business applications and data services. The ADB consists of approximately 250 employees and approximately 145 consultants.

SUPERVISION RECEIVED: Under the administrative direction of the CJIS Division IT Assistant Chief.

SUPERVISION EXERCISED: Directly oversees three System Branch Information Technology Manager IIs and an Executive Assistant.

TYPICAL PHYSICAL DEMANDS: Ability to sit at computer terminal for extended periods. May be required to lift, carry, or move up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

ADMINISTRATIVE AND MANAGEMENT

- 45% Plans, organizes, and directs the day-to-day activities of approximately 395 interdisciplinary consultants and IT staff within the ADB to accomplish the assigned mission, including, but not limited to, related services to clients/users and their programs. Formulates, recommends, and administers Departmental long-range plans and strategies which set policy, direction, and course of action for the evaluation, acquisition, development, implementation, and maintenance of the Department's IT infrastructure. Directs, motivates, and develops staff by maximizing their individual contributions, their professional growth, and their ability to function effectively with their colleagues as a team. Develops and sustains relationships and partnerships with key partners in order to provide relevant insight, expertise, and advice on application designs and enhancements, including transition to support. Represents the Attorney General (AG) and the CJIS Division IT Assistant Chief with Department management, State control agencies, and system users statewide on various IT issues. Evaluates pending IT initiatives, determines impact on the infrastructure resources, and provides substantial input into the formulation of strategy as it relates to resource allocation. Manages the software procurement process in relation to software development and negotiates vendor support for installed products. Evaluates pending requests for services, determines impact on the available resources, and provides substantial input to the formulation of strategy as it relates to Departmental IT activities. Works with the IT Contracts and Procurement Unit on the formulation and negotiation of contracts for Electronic Data Processing equipment, software, maintenance services, and supplies.
- 10% Participates in the definition of the mission, long range planning, and establishment of goals and policies for the Hawkins Data Center (HDC).
- 10% Prepares budget estimates and justifications to support the projected mission/workload within the scope of assigned responsibilities. Maintains adequate cost controls and assures billing policies and charges are consistent with services provided.
- 10% Provides executive level interface and represents the ADB in meetings with, and presentations to, Division/Departmental management, State control agencies, and system users.
- 5% Acts in the capacity of the CJIS IT Assistant Chief and/or may be ordered by the AG to assume responsibility for direction of local law enforcement activities in the event of a regional or statewide emergency.

TECHNICAL

- 15% Serves in a consultative capacity to Departmental management, client program managers, and control agencies as required. Manages application design/development and drives the process for improvement and innovation to achieve stability and maturity. Ensures effective application issue response and resolution in the event of application outages with a proactive response team approach and communication. Provides oversight to team members to coordinate resource needs to design, build, test, and implement application programs. Manages resource requirements and allocations, monitors and improves quality, and ensures best practice development techniques.
- 5% Determines the accuracy of procedures or policies resulting from system failures (hardware and software). Ensures protocols and procedures are documented such as: change, release, problem, and incident management practices. Maintains technical awareness of all hardware, software, and communications systems in use at the Department.

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 Signature

Date

Supervisor Signature

Date