DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
APPLICATION DEVELOPMENT BUREAU
DIVISION OF LAW ENFORCEMENT, BIOMETRICS, & PRESCRIPTION DRUGS MONITORING PROGRAMSYSTEMS BRANCH
SOLUTIONS DEVELOPMENT SERVICES SECTION
BIOMETRICS SUPPORT UNIT

JOB TITLE: Information Technology Specialist I

WORKING TITLE: Business/Systems Analyst

POSITION NUMBER: 420-860-1402-015

INCUMBENT: Vacant

PRIMARY DOMAIN: Business Technology Management: Gathering business and technical requirements for software applications and working with all stakeholders to ensure applications meet technical specifications

SECONDARY DOMAINS: Project Management: The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery.

STATEMENT OF DUTIES: Under the general supervision of the Information Technology Supervisor II (IT Sup II). The incumbent provides expertise in requirement gathering and business analysis. The incumbent will work with the Bureau of Criminal Information & Analysis (BCIA) and Justice Data & Investigative Services Bureau (JDIS) program staff and project team members to gather requirements and produce system requirement specifications for the development of application functionality. The incumbent will serve as the subject matter expert in the business rules and functionality of the systems built and will provide on-going support and maintenance of project documentations. The incumbent will facilitate Joint Application Development sessions.

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

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for prolonged periods of time; view a video display terminal for prolonged periods; perform repetitive hand movements. May occasionally work overtime; and travel to other Department of Justice (DOJ) locations 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:

50% Business/System Analysis

- Coordinates and consults with users, administrators, and engineers to identify business needs and technical requirements for proposed system modifications or technology requirements. This includes conducting joint application design sessions with BCIA and JDIS program staff and project team members.
- Consolidates and analyzes all requirements gathered and produces documentation including but not limited to use cases, business rules, report specifications, and test cases.
- Participates in the design of new system architecture, standards, and methods to support organizational needs.
- Researches and performs analysis to recommend system upgrades, cost-effective solutions, and process improvements.
- Prepares presentations and demonstrates system functionality to BCIA and JDIS stakeholders to ensure the system built and client expectation remains aligned through all phases of the project.
- Conducts impact analysis for defect resolution and enhancement requests.
- Maintains system documentation, test scripts and data for software changes that take place to address production problems and program needs.

35% Quality Assurance

- Participates in peer review of system documentation to ensure the correctness and completeness of requirements captured.
- Creates test cases, test data, and performs all levels of testing to ensure the functionalities captured during business analysis are met.
- Logs, reviews, and triages defect and enhancement requests logged in DOJ's issue tracking and management system.

10% Project Management

- As a subject matter expert of BCIA and JDIS system requirements and system functionality, assists with identifying the root cause and possible solution to production problems.
- Assists with data collection for the purpose of generating ad hoc and on demand report requests from BCIA and JDIS.
- Assists with defining and maintaining project tasks and schedules.

5% **Communication**

- Works cooperatively and effectively with BCIA and JDIS program staff.
- Provides management with verbal and written reports of activities and assigned tasks.

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.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

_____ _____

Employee's Signature Date Supervisor's Signature Date