

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
APPLICATION DEVELOPMENT BUREAU
DIVISION OF LAW ENFORCEMENT, BIOMETRICS, & PRESCRIPTION DRUGS
MONITORING PROGRAM SYSTEMS BRANCH

JOB TITLE: Information Technology Specialist III (ITS III)

POSITION NUMBER: 420-860-1415-003

INCUMBENT: Vacant

PRIMARY DOMAIN: Software Engineering: The architecture, development, operation, implementation, and maintenance of software systems.

SECONDARY DOMAINS: Information Security Engineering: The security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments.

WORKING TITLE: Enterprise Application Architect

STATEMENT OF DUTIES: Under the administrative direction of the Information Technology Manager II (ITM II), the incumbent serves as an expert advisor and works as a technical expert within the Division of Law Enforcement, Biometrics, and PDMP Systems Branch to drive the organizations application development towards an enterprise standards-based architecture that enables technology to efficiently and effectively respond to changing business needs. The ITS III supports application development frameworks which leverage Java and Oracle technology that includes continuous integration/continuous delivery, containerization, use of open-source solutions, and database optimization. The ITS III possesses a wide and deep practical technical knowledge, which includes emerging “cutting-edge” technologies.

The ITS III performs effectively in a fast-paced environment with changing priorities. The ITS III applies knowledge of information technology governance principles and practices to establish and maintain project priorities and applies federal, state, department, and organizational policies and procedures to state information technology operations. The ITS III demonstrates a high level of communication (both oral and written) skills while performing these responsibilities.

SUPERVISION RECEIVED: Under administrative direction of the ITM II of the Division of Law Enforcement, Biometrics & PDMP Systems Branch.

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.

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 while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

ESSENTIAL FUNCTIONS:

35% Software Engineering

- Drives the Branch's application development architecture approach for both Java and .Net frameworks. Provides strategic direction and defines software development standards for coding, security, CI/CD, and DevOps best practices. Automates processes in order to build, test, and-release software faster with high quality, and creates a culture of collaboration between development branches, sections, and teams. Serves as the expert advisor and technical expert on application design and development frameworks to provide the department with robust, scalable, and secure solutions that meet customer's expectations.
- Writes code and assists staff, supervisors, and managers in an Agile software development methodology and adheres to the Software Development Life Cycle.
- Provides expert technical assistance in the development of strategic roadmaps, technical blueprints, standards, and reference architectures in support of application development.
- Performs expert level technical tasks throughout the design, build, test, and deployment of software development projects to meet legislative and business needs.
- Ensures the integration and interoperability of multiple architectural platforms and systems to build technology blueprints for current and future organizational business needs and to provide scalable architecture, solution, and design.
- Designs and implements robust code review processes. Works with lead developers across multiple Branch teams to establish coding standards, best practices, and architectural principles that will be enforced during code reviews.

30% System Engineering

- Advises management to formulate IT strategy, policy, and governance throughout the organization.
- Provides expert consulting services to business stakeholders and other architects to understand core business processes and business priorities and provides recommendations on the planning, development, implementation, and coordination of technology solutions.
- Collaborates with other technology teams outside of application development including, Server Teams, Network Teams, Information Security, Project Management and executive leadership.
- Provides expert experience to support integrations across multiple application environments.
- Acts as an expert advisor to all Branch projects and other technical staff in regards to application needs and makes recommendations for Departmental direction.

- Provides analytical and technical review and analysis to ensure all applicable enterprise application development policies and standards are in compliance. Ensures information systems are compliant with all department, state, and federal information technology and security requirements.
- Acts as an expert and mentors subordinate staff with the analysis and resolution of the most complex software application problems.
- Communicates resolutions to staff and appropriate customers. Ensures resolutions are documented.
- Effectively communicates within the project team and with customer contacts, partnering division, and branch management.
- Prepares and gives presentations regarding projects as required.
- Utilizes writing and presentation skills to effectively report and present findings and deliverables as required.

20% Client Services

- Trains and mentors staff to meet the Branch and the Department's software development standards to ensure application and system related problems are accurately diagnosed and effectively resolved in a timely manner.
- Mentors and leads staff to support various applications and managed solution initiatives which include automation of processes, onboarding applications, and enhancements within the application architecture framework.
- Mentors and leads staff on the implementation of software applications in terms of design, development, testing, installation, configuration, and integration with Enterprise applications.
- Acts in an expert role, onboards various applications and provides strong technical leadership.
- Demonstrates expert capabilities to understand the customer's business environment and maps the requirements to technology solutions.
- Possesses the ability to work well under pressure and coordinates the activities of technical personnel.
- Identifies, analyzes, and prioritizes design, development and, implementation tasks and maintenance activities.

10% IT Project Management

- Plans and schedules needed notifications and maintenance of software applications and configurations.
- Plans, develops, and manages the enterprise application framework and standards in support of Hawkins Data Center's stakeholder and clients.
- Facilitates flow of information among departmental units, technical staff, and consultant team.
- Generates system reports to identify bottlenecks, performance metrics, and capacity planning.

Duty Statement
ITS III – ADB/DLESB

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.

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

Revised 2/12/25