

**DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
FIREARMS INFORMATION TECHNOLOGY SYSTEM MODERNIZATION
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-869-7500-XXX

JOB TITLE: Project Director, Firearms Information Technology System Modernization

CLASSIFICATION: Career Executive Assignment (CEA), Level A

STATEMENT OF DUTIES: Under the general direction of the California Justice Information Services (CJIS) Assistant Chief, the Firearms Information Technology System Modernization (FITSM) Project Director, provides executive and strategic leadership to direct, manage and support the California Department of Justice (DOJ) FITSM and related projects. The FITSM Project Director will be responsible for the overall direction and delivery of the FITSM Project. The FITSM Project Director will be responsible for the development of proposed policies and procedures related to the FITSM Project, while also determining the appropriate means of implementation and compliance of project personnel. The FITSM Project Director will provide oversight and direction of the FITSM Project through partnership with diverse groups of organizations (DOJ Bureaus, Divisions, Law Enforcement Agencies (LEAs), etc.) and stakeholders in support of the DOJ's goals and objectives.

The FITSM Project Director, in conjunction with the FITSM Information Technology Manager (ITM) II Project Manager, will be accountable for all aspects of planning, staffing, training, and monitoring of the scope and budget related to FITSM. The Project Director works closely with DOJ Bureau Directors and Division Chiefs to carry out the project vision and ensure business continuity and compliance with statutory requirements. Acts as the primary liaison between key legacy system staff, operational leadership and the end-user community. Oversees the development of educational and training programs and the development of reporting functionality to support system live and post live activities. Ensures a cohesive FITSM deployment for the enterprise.

The FITSM Project Director will be responsible for establishing and setting expectations for all project activities and ensuring adherence to State and Federal Firearms and Information Technology (IT) laws, policies, and regulations, and procedures. The FITSM Project Director will be responsible for testifying before legislative committees, control agencies, review boards, and the legislature.

The FITSM Project Director recommends, develops and administers the DOJ's FITSM applications and infrastructure and will direct the formulation and implementation of new technology services to meet the future needs of the FITSM Project.

SUPERVISION RECEIVED: Reports directly to the CJIS Assistant Chief.

SUPERVISION EXERCISED: The incumbent will directly supervise the Information Technology Manager II.

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. Incumbent must be able to travel to all DOJ offices, labs, and task force locations.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time and to lift, carry, or move up to 20 pounds.

ESSENTIAL FUNCTIONS:

35% Provides executive oversight and strategic direction to the highly visible and operationally critical modernization FITSM Project while ensuring alignment to the Department's IT Strategic Plan.

Engages with executive level strategic planning efforts, ensuring required functionality is incorporated in the enterprise strategy.

Establishes and supports governance forums to manage the FITSM functions including data and analytics, revenue cycle, clinical documentation, privacy and security, and infrastructure monitoring and management.

Ensures that the DOJ effectively provides management leadership, expertise, experience, appropriate level of resources, and training required throughout the management life cycle for the FITSM. Develops, implements and maintains statewide FITSM management policy, methodology and standards, and is responsible for development of strategies and tactical plans which provide for the continued maturation of the FITSM in alignment with statewide business direction. Formulates, maintains and matures best practices and policies required for statewide use relating to all aspects of delivery to include Portfolio Management, Organizational Change Management, Business Process Reengineering, System Development Lifecycles and other disciplines to ensure consistency in the application of the overarching frameworks and methodologies to State of California IT.

Guides and provides executive direction to ensure that procurement, contract management, budgeting and reporting will adhere to expenditure plans. Provides direction regarding procurement and vendor risks and issue identification, qualification, mitigation and escalation. Provides strategic direction in planning, coordinating, and organizing the activities of the modernization team to ensure Departmental objectives are achieved. Ensures services are delivered in compliance with contract specifications based on departmental needs. Collaborates at a directorate level with DOJ business

management and acts as the principal interface with contractors (planning, build, implementation and maintenance) to provide business, clinical, and IT expertise. Provides recommendations to stakeholders and DOJ executive leadership regarding changes to scope, schedule, and budget. Establishes and reports out on a set of metrics and or benchmarks that demonstrate FITSM system implementation success.

- 30%** Accountable for the development of FITSM related policies and roadmaps and ensures the long-term demands of the Department are met by implementing change management techniques and succession planning. Ensures operationalization of high-level strategy; reviews and recommends strategic direction in the formulation and interpretation of policies, plans and procedures for the identifying, evaluating, and implementing the FITSM project. Responsible for reporting requirements including but not limited to: Approval Lifecycle, Budget Change Proposals, Special Progress Reports, and Post Implementation Evaluation Reports; monthly Department of Finance expenditure, monitors costs; ensures policies and procedures are developed and followed; and identifies areas of improvement/streamlining to increase effectiveness in obtaining customer satisfaction.

Ensures deliverables and functionality are achieved as defined in the FITSM Project Charter and subsequent plans. Applies knowledge of technologies in conjunction with clinical and operational processes in directing the design, acquisition and implementation of the FITSM system. Implements management methodologies and supports Project Managers in project management techniques. Participates in development and maintenance of domain strategy.

Reviews and resolves escalated, high criticality issues. Accountable for problem assessment and resolution. Works with operational and clinical leadership and relevant stakeholders to achieve defined goals and advance the integration of clinical and operational information.

- 20%** Assesses and recommends the most complex and impactful change requests and improvements to the FITSM system. Oversees ongoing resource management of the FITSM maintenance and operations. Advises and recommends to Department administrators and program managers on the applicability and effectiveness of state-of-the-art IT alternatives to meet ongoing business requirements.

Works with a diverse group of leaders and stakeholders and demonstrates success in moving key stakeholders to positive issue resolution and risk mitigation. Provides leadership in the coordination of interdisciplinary activities. Maintains liaison with identified FITSM resources, LEAs, professional organizations and information systems management within similar organizations to ensure utilization of current principles, techniques and policies.

Directs, plans, and initiates transition efforts for the next generation of technology tools that support the department and aids in achieving the Department's mission and vision.

Establishes and reports out on a set of metrics that demonstrate that the system, once implemented, is performing as expected and maintenance and support are effective.

10% Responsible for oversight of DOJ staff. Regularly meets with staff, and monitor, evaluate, document, and report on staff activities and project status to ensure the highest level of performance in meeting staff performance and workload service level objectives/agreements. Recommends, develops, proposes, and plans high-level sensitive projects or studies. Identifies issues and takes appropriate action. Develops staff and carries out Department and Division succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner. The incumbent is responsible for staff and subject matter experts professional and program development through professional training, education, enhancing cross-departmental collaboration, job shadowing, and providing diverse assignment opportunities. Builds a team of highly motivated and high-performing professionals; develops sustainable hiring, promotional, and retention strategies; fosters a highly innovative culture focused on delivering customer value; promotes and maintains a positive and collaborative work environment. Provides direction and oversees highly specialized consultant teams and staff. Recommends techniques and methodologies, which ensure ongoing, effective and efficient direction of personnel.

5% Performs other job-related 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 Signature

Date

Supervisor Signature

Date