

TECHNICAL SPECIALIST I

GRADE: 10

GENERAL DESCRIPTION

Individual is tasked with the overall responsibility of one or more information technology drive projects. This position will be responsible for all facets of the assigned project.

EXAMPLES OF WORK PERFORMED

Responsible for maintaining assigned projects within their assigned timeline and within their allocated budgets.

Perform data analysis of required project specifications and related project data.

Map out project objectives, timelines and resource projections.

Create and maintain documentation of all phases of the project.

Good organizational skills are required in order to keep proper maintenance records and allocate resources to individual tasks within the project.

Knowledge of and or exercise of proper safety procedures are required.

Some evening and weekend work may be required.

Performs such other duties as may be assigned.

Regular attendance is a must.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelors Degree in Information Technology or related field. Must have at least three (3) years experience in the information technology field. Proven experience with technology project management is a must. Previous supervisory responsibilities are a must. Experience in technology procurement and other IT certifications are preferred. Knowledge of industry standard computer hardware and software preferred;

Knowledge, Skills, and Abilities

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from

obvious standards) of data, people or things.

Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc.

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to speak to people with poise, voice control and confidence.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables.

Requires the ability to deal with people beyond giving and receiving instructions.

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- π sitting for extended periods of time
- π standing for extended periods of time
- π operating assigned equipment

Maintain mental capacity which permits:

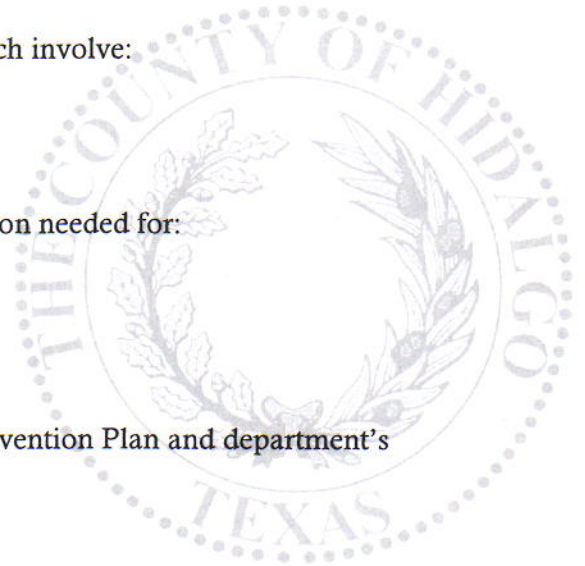
- π making sound decisions and using good judgment
- π demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- π working closely with others
- π working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- π making observations
- π reading and writing
- π operating assigned equipment
- π communication with others
- π required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



CJIS ADMINISTRATOR

GRADE: 17

GENERAL DESCRIPTION

Under general supervision of the Chief Information Officer, the position will focus on the transition of a next generation Criminal Justice Information System (CJIS). This is a long-term project that will benefit and affect justice stakeholders in Hidalgo County using said system. There is a great amount needed to ensure the proper design, implementation and deployment of Hidalgo County's next generation of CJIS.

EXAMPLES OF WORK PERFORMED

Responsible for managing the County's CJIS Go-Live implementation

Will map out CJIS project objectives, timelines and properly allocate justice user, resources and monetary projections

Develops business process improvement for various justice departments to eliminate waste while increasing productivity

Familiarized with the design and implementation both external and intranet websites making CJIS records available via the county's website

Conducts analysis, surveys, questionnaires, focus groups and meetings with all justice departments, agencies and stakeholders

Creates, documents and maintains all phases of the CJIS project for best practices as well as be ready for audit purposes

Must be knowledgeable with servers, related hardware, software and related services for CJIS troubleshooting purposes and to minimize any downtime

Must learn the County's procurement and accounting system to ensure the proper funding of project's expectation, anticipation and to ensure project does not go over budget

Will develop and implement methodical process of data migration from CJIS legacy into our next generation

Will develop and conduct extensive countywide training sessions to maximize number of users and/or departments using our next generation

Will maintain, modify and/or enhance new CJIS practices, policies & procedures before, during and after its implementation

Must be able to manage system resources and users

Maintains integrity of County Criminal Justice records

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree in Information Technology with at least five (5) years of experience in technology. Supervisory experience a must.

Certificates, Licenses, Registrations

IT certifications preferred.

Must possess a valid Texas Driver's License, Class C.

Must be able to be insured by the County's insurance carrier.

Knowledge, Skills and Abilities

Must have knowledge in UNIX, WINDOWS, SQL and website development

Must have experience in technology procurement

Able to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

Able to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc.

Able to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style

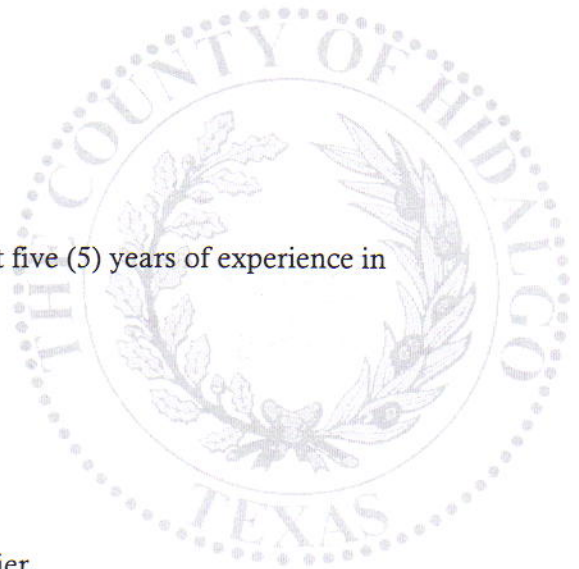
Ability to speak to people with poise, voice control and confidence when dealing with public and county officials

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables

Able to deal with people when giving and receiving instructions

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations