

INFORMATION TECHNOLOGY SPECIALIST
ES-2210-07

INTRODUCTION

This is an Excepted Service position located within the District of Columbia Sentencing Commission (SCDC), which is an independent agency within the District of Columbia government. The mission of SCDC is to implement, monitor, and support the District's Voluntary Sentencing Guidelines, to promote fair and consistent sentencing policies, to increase public understanding of sentencing policies and practices, and to evaluate the effectiveness of the Guidelines system in order to recommend changes based on actual sentencing and corrections practice and research.

This position will serve as technical expert and advisor to the Executive Director in the area of database development and management. Incumbent will function as Information Technology Specialist (Data Management) for SCDC by providing technical support for the agency's GRID and GSS data systems, in collaboration with the agency's current vendor. The work involves performing a wide range of database management work that includes the planning, development, implementation, and administration of systems for the acquisition, storage, retrieval, and analysis of arrest, sentencing, and criminal history related data.

GRID - (Guideline Reporting and Information Data) is a data system that allows SCDC to monitor D.C. Sentencing Guideline Compliance and to provide felony sentencing analyses and reports to the Office of the Mayor, DC Council, criminal justice partners and the public using a variety of custom-built algorithms. The agency is currently enhancing the GRID system to consume a live arrest data feed from the Metropolitan Police Department (MPD), in addition to the current data received from the DC Superior Court.

GSS - (Guidelines Scoring System) is a module within the GRID system which allows Court Services and Offender Supervision Agency (CSOSA) officers to electronically input defendants' prior criminal history information. D.C. Sentencing Guidelines scoring rules are then automatically applied to calculate each defendant's total criminal history score and electronically transferred that criminal history score into GRID.

MAJOR DUTIES

Works with the SCDC contractors, staff, and other District government stakeholders in applying, information technology knowledge and best practices to design, develop, test, maintain, enhance and support the agency's database management systems. Works with appropriate staff to develop plans and schedules, estimate resources requirements, define milestones and deliverables, monitor activities, and evaluate and report on accomplishments.

Serves as an expert advisor on the agency's data management practices, communicates with SCDC's contractors, as directed by Executive Director; and serves as the in-house database administrator of the agency. Provides assistance, advice and guidance to SCDC Executive Director, both in the administrative and technical areas.

INFORMATION TECHNOLOGY SPECIALIST
ES-2210-07

Reviews and ensures that the development of data structures and access strategies are in alignment with the agency's business and mission requirements; reviews technical designs; identifies systems requirements; validates data sources; and coordinates the evaluation and selection of data management tools.

Analyzes and defines requirements and specifications pertinent to SCDC data systems and applications. Analyzes and plans for anticipated changes in data capacity requirements. Evaluates the impact of technological changes; and/or conceives of solutions to complex technical issues.

Monitors data integrity and database management systems to ensure optimal performance. Recommends modifications to database design to maintain/improve network performance and ensure design is adequately documented. Ensures proper standards are being met with changes to current process.

Conducts daily server connectivity checks and data reconciliation. Applies required server patches and server configurations, co-ordinates with OCTO for Vulnerability scans, tickets, and upgrades, and performs Center of Internet Security (CIS) benchmarking of servers.

Designs and documents operational procedures for agency database systems. Develops and monitors data standards, policies and procedures; and develops new standards, methods, and techniques when needed. Develops common approaches to problem solving and meeting processing requirements in a timely and effective manner.

Develop, maintain and foster a positive productive working relationship with agency's IT related contractors and government partners.

Serves as the main point of contact for coordination activities with the Criminals Justice Coordinating Council (CJCC), Metropolitan Police Department (MPD) and Court Services and Offender Supervision Agency (CSOSA), and the Office of the Chief Technology Officer (OCTO) to address and resolve any user or server issues.

Develops and Identifies and resolves data related anomalies, conducts daily/weekly job check activities, and facilitates the resolution of data quality assurance (DQAs) with the appropriate partner agency. Performs SQL data queries to identify any system or data related issues.

Plans, schedules, and conduct all data system administration activities, including but not limited to, security scans, security training, user access, and password related issues.

Ensures rigorous application of information security/information assurance policies, principles, and practices in the delivery of data management services.

INFORMATION TECHNOLOGY SPECIALIST
ES-2210-07

Troubleshoots problems involved in the input, retrieval or modification of database information and the general operation and maintenance pertinent to any of the enterprise data system elements or sub-elements.

Keeps abreast of current trends regarding all aspects of database management. Keeps informed of latest concepts, developments, approaches, and solutions to effective and secure agency data management.

Serves as in-house liaison with OCTO for resolution of general agency IT related issues, including ensuring internet access, computer/printer set up, and District software installation/upgrade.

Performs any other related duties as requested or assigned by the Executive Director

FACTOR 1-KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of a wide range of standards, principles, concepts, methods, policies, system testing principles and methods and authorized system approaches for information technology (IT) pertinent to databases management.

Expert knowledge of IT resources and infrastructure including automated systems, IT equipment and software, system technology, provisions and requirements of a variety of standardized administrative and technical database systems.

Expert knowledge of and experience working with SQL Server 2016 databases, and JavaScript which include development, installation, back-up, recovery, and performance monitoring queries and working with Microsoft.net. Ability to coordinate development of SQL Server and related data system standards and guidelines.

Expert knowledge of database administration and management covering creation and debugging of data algorithms and models.

Expert knowledge of and skill in applying oral and written communication techniques; and in evaluating and reporting on accomplishments. Must be able to exhibit tact, diplomacy and courtesy.

FACTOR 2 - SUPERVISORY CONTROLS

The incumbent works under the supervision of the Executive Director, who outlines overall objectives and available resources. The incumbent and supervisor, in consultation with the agency's contractor when appropriate, discuss timeframes, scope of the assignment including possible stages, and possible approaches. The incumbent determines the most appropriate

INFORMATION TECHNOLOGY SPECIALIST
ES-2210-07

principles, practices, and methods to apply in all phases of assignments, including the approach to be taken, degree of intensity, and depth of research in management advisories; frequently interprets regulations on his/her own initiatives, applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems, and resolves most of the conflicts that arises; and keeps the supervisor informed of progress and of potentially controversial matters. Work is reviewed for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

FACTOR 3 - GUIDELINES

Guidelines include District and federal laws and regulations, policies, and procedures regarding DC Sentencing guidelines; policies and procedures of SCDC; And the Office of the Chief Technology Officer (OCTO) information technology related policies and procedures related information system development and security. The incumbent must use initiative and resourcefulness in deviating from traditional methods and techniques to develop new methods and criteria and identify problem solving approaches.

FACTOR 4 - COMPLEXITY

The work consists of a variety of duties requiring the application of many different and unrelated processes and methods to a broad range of information technology activities or to the in-depth analysis of IT issues. Assignments include analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, monitoring and managing databases; ensuring the accuracy and accessibility of data sources; developing and administering data standards, policies, and procedures; and assuring rigorous application of information security/information assurance policies, principles and practices. Incumbent makes decisions, in collaboration with contractors and SCDC staff that involve major uncertainties with regard to the most effective approach or methodology to be applied. Incumbent evaluates the impact of technological changes; and/or conceives of solutions to complex technical issues.

FACTOR 5 - SCOPE AND EFFECT

The work involves performing technical, analytical and advisory functions pertinent to the development of database policies, plans, and processes, and ensures that the database management systems is in compliance with District and SCDC policies and security standards. The work is designed to improve the SCDC's operations and administration and the agency's ability to actualize its designated mission. The result of these efforts may affect public safety for District residents; operation of the Agency; the practice of other agencies such as CSOSA, DC Superior Court, Metropolitan Police Department; and the Agency's working relationship with a variety of governmental and public entities

INFORMATION TECHNOLOGY SPECIALIST
ES-2210-07

FACTOR 6 - PERSONAL CONTACTS

Personal contacts include SCDC contractors, IT staff members of the Office of the Chief Technology Officer (OCTO) t, and the District, Federal and State criminal justice agencies.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made to coordinate information; to determine IT technical issues so that the continued use of SCDC's Guideline Reporting Information Data (GRID) system is guaranteed; and to enhance and improve the SCDC's operations. Discussions focus on broad technical problems and may require mutual agreements or persuasion on issues affecting intra- and inter-agency personnel, programs, procedures and resources.

FACTOR 8 - PHYSICAL DEMANDS

The work is primarily sedentary with intermittent periods of walking, bending, standing and carrying of light objects such as files, books, computers, servers, reports and other IT equipment. The work requires the demonstration of mental and emotional stability, and maturity.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office setting. The incumbent may, however, be required to visit staff at other government, public, and private agencies. The work includes everyday risks and discomfort normally found in offices, conference rooms, libraries and ventilated non-smoking office environments. Some travel may be required. Attendance at designated scheduled meetings is mandatory.