

## Kiser, Brian E (DJJ)

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**Subject:** FW: DJJ - Chad's Vacated IT position

**From:** Whitaker, Scott S (DJJ)

**Sent:** Thursday, October 18, 2018 8:34 AM

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Good Morning Brad,

As a follow up to our conversation yesterday regarding this position below are my thoughts let me know what you guys think about this plan.

I would like to change the position title to System Consultant IT from Systems Technician Specialist IT, the latter classifications/titles are typically dedicated to COT so I have been told. I have attached a PD for this position. This position is vital to maintaining and continuing several internal automated management tools that DJJ has created over the years and relies on heavily. Some of those tools are CES (personnel system), Management Budget (unit level budgeting), JORI (Juvenile Offender Registry Information), Project Reform (Detention Reform), Detention Billing (Public Offender billing system), DJJ Reporting (Pop Reports). There are several other internal applications used by various divisions that I did not include in this list.

The expectations associated with the position will be as follows: Provide analytical support and maintain proprietary applications and databases, address the daily DJJ help line duties and emergency duties. Provide technical assistance and serve as the project manager for large scale projects to facilitate communications between the DJJ internal developers and data request initiatives from Executive Staff and external partners. Provide additional field video tech and support services as needed. The position will require someone with strong communication, technical and trouble shooting skills along with willingness to travel and provide field technical support. Knowledge of SQL databases and programming are essential.

The progression with the COT conversion is on schedule. I am not aware of any outstanding DJJ concerns with any initiative or aspect of the current conversion. The one concern of video server and tech duties has been addressed very satisfactorily, a big thanks to you and Liz on this one. **The new IS Manager Brian Kiser is doing an excellent job**, and understands this conversion is to fully happen with minimum disruption to operations and complete transparency.

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