PRIME SYSTEMS APPLICATION SPECIALIST

COMPETITION: #25196-50040433

SECTION:	Prime Management Unit, Information Management Section
STATUS:	Regular full-time
HOURS OF WORK:	Four-day compressed workweek
	7:00 a.m. to 4:00 p.m.
SALARY:	Pay Grade 24 - $42.04 to $49.65 per hour
COMPETITION END DATE:	Friday, December 26, 2025

This is specialized analytical work involving oversight of retention and purging process and application, Digital Evidence Management System (DEMS) application, and Justice Information (JUSTIN) application. This role maintains data integrity and accuracy through audits; analyzes business processes; and participates in external and internal committees.

ESSENTIAL DUTIES

- Assists with the day-to-day activities of the PRIME Management Unit staff
- Identifies policy or unusual issues that could adversely affect effectiveness of services and shares for review
- Prepares and provides procedural documentation and presentations on system rollouts to VPD staff and external agencies
- Ensures VPD intranet and manuals reflect current policy updates
- Oversees retention and purging process and application, DEMS application, and JUSTIN application
- Writes business cases on behalf of the VPD when change and/or enhancements are required within the DEMS application, JUSTIN application and PRIME/Versadex purge system
- Maintains, modifies, and configures administrative and system tables in DEMS and JUSTIN
- Manages security profiles in DEMS and JUSTIN applications for both civilian and sworn staff
- Authorizes access to PRIME/Versadex purge system
- Responds to requests and maintains access to private/invisible events containing sensitive information within DEMS and JUSTIN applications
- Conducts IMS user acceptance testing on the PRIME/Versadex purge system, and DEMS and JUSTIN applications; amends internal procedures accordingly and/or liaises with the software developer
- Conducts audits of the DEMS and JUSTIN applications as required
- Attends various meetings to exchange information with other working groups and police agencies
- Develops training courses, materials, and examinations appropriate for the intended audience
- Acts as a point of contact during system outages, and provides level II DEMS, JUSTIN, PRIME/Versadex purge system application support and solutions to both civilian and sworn staff
- Creates and maintains manuals and resources for retention and purge requirements, DEMS, and JUSTIN applications
- Conducts routine tests to assist with the implementation of new business procedures
- Performs other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Considerable knowledge using DEMS, JUSTIN, and PRIME/Versadex purge system, SAP, and PIP as related to the work performed
- Considerable knowledge of the processes, practices, and functions of departments served as they relate to the work performed
- Sound knowledge of the policies & procedures applicable to the department served

- Advanced skills using MS Word, PowerPoint, MS Outlook, MS Excel (including data manipulation), WebEx, Adobe Acrobat, and SnagIt
- Effective written and verbal communication skills
- Demonstrated ability to clearly and effectively present technical information and system change
- Considerable knowledge of principles, techniques, and methods of adult learning and course design
- Ability to establish and maintain effective working relationships in a team environment across the department and with other internal/external stakeholders
- Ability to develop training course and related materials and examinations appropriate to the intended audience; ability to evaluate and amend these materials accordingly
- Ability to effectively supervise direct-reports engaged in instructional technical and clerical work
- Ability to make decisions and take initiative independently

Preferred:

- Working knowledge of CPIC, PRIME/Versadex Court and Property subsystems
- Willing to travel and instruct at various training locations within Vancouver

EXPERIENCE

- Minimum two years working in a police environment
- Minimum one year of experience working with PRIME/Versadex, JUSTIN, or DEMS

EDUCATION

Required:

- Completion of two-year diploma in computer sciences supplemented by courses in adult education PLUS considerable related experience; OR equivalent combination of training and experience

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.

SELECTION PROCESS

Short-listed applicants will be required to take a written exam and deliver a brief presentation on a training topic relevant to the position.

This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**