**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**BUREAU OF CRIMINAL INFORMATION AND ANALYSIS**

**APPLICANT & RECORD QUALITY SERVICES BRANCH**

**APPLICANT SERVICES PROGRAM**

**CACI RESPONSE UNIT**

**JOB TITLE:** Program Technician II

**POSITION NUMBER:**  420-761-9928-XXX

**INCUMBENT:**

**STATEMENT OF DUTIES:** Under the general supervision of the Crime Analyst Supervisor (CA Sup), the Program Technician II prepares notifications to the Department of Social Services and licensed child care providers regarding subsequent child abuse reports received on licensed child care providers; generates the No Hit responses from the Child Abuse Response Processor (CARP); and deletes and modifies applicant records in the CARP. The incumbent updates or deletes information in the Child Abuse Central Index (CACI) and purges child abuse reports that meet the established purge criteria, including retrieving the hard copy document, scanning, and verifying the document against an automated report and placing hard copies in boxes for the documents to be destroyed. The PT II completes applicant and agency notification letters for mailing; photocopies and files response documents; consolidates applicant records in the CARP; processes transactions in the CARP queues received electronically via the Applicant Processor; processes the Rap backs for licensed applicants in the CARP; and modifies imaged child abuse reports housed in the Automated Archive System (AAS). The incumbent verifies hits and Possible Matches associated with manual requests.

**SUPERVISION RECEIVED:** Reports directly to the CA Sup.

**SUPERVISION EXERCISED:**  None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Cubicle in an enclosed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

45% Prepares notifications to the Department of Social Services and licensed child care providers regarding subsequent Child Abuse Summary Reports received on licensed child care providers. Updates or deletes information on the CACI and purges Child Abuse Summary Reports that meet the established purge criteria, including retrieving the hard copy document, scanning, and verifying the document against an automated report and placing hard copies in boxes for the documents to be destroyed.

20% Completes applicant and agency notification letters for mailing and photocopies and files response documents. Initiates letters to agencies or applicants requesting additional information or fees due. Responds to telephone inquiries from individuals or agencies as a result of notification letters. Maintains files of problem resolution documents and

follows up in a timely manner.

20% Reviews incoming licensing and adoption name check forms for problem resolution, processes transmittal forms received by the mailroom that have errors, prepares the Summary of Receipts log, and submits to accounting.

15% Prepares and distributes monthly memos and other reports documenting the total number of licensing and adoption name checks received on billed and cash transmittals.

*I have read and understand the duties and essential functions of the position and can perform*

*these duties with or without reasonable accommodation.*

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