**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**DEPARTMENT OF JUSTICE RESEARCH CENTER (BUREAU)**

**DATA ACCESS AND ANALYSIS SECTION**

**JOB TITLE:** Research Data Supervisor (RD Sup) I

**POSITION NUMBER:** 420-796-5734-XXX

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under the general direction of the Bureau Director, the RD Sup I in the Data Access and Analysis Section (DAAS) oversees the process by which internal departmental staff and external authorized recipients of criminal offender record information (CORI) and other non-CORI data request and receive data from the Department. The RD Sup I is responsible for a broad range of supervisory duties associated with the operations of the DAAS. The RD Sup I is also responsible for planning, organizing, and directing the section activities including: resource allocation; developing strategies for process improvement; quality assurance; briefing management; and establishing goals, objectives, and work priorities. In addition, the RD Sup I facilitates communication between the section, Department of Justice Research Center management, and other Department of Justice staff to assist with high quality completion of section work.

**SUPERVISION RECEIVED:** Reports directly to the Bureau Director.

**SUPERVISION EXERCISED:** Directly supervises Research Data Specialist I, Research Data Analyst staff, Associate Governmental Program Analyst, and students.

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

**TYPICAL WORKING CONDITIONS:** Modular workstation in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

40% Serve as the section manager of the DAAS. Plan, organize, and direct the daily activities of staff engaged in supporting requests for data from internal and external stakeholders. Ensure procedures adhere to departmental policy and statutory authority. Serve as a liaison and work collaboratively with data business owners, Hawkins Data Center staff, and requestors to accurately and responsibly execute requests while maintaining and ensuring all statutory mandates, Federal Bureau of Investigation, and departmental policies are upheld. Plan and implement changes to request process and ensure all documentation is current. Plan and develop timelines for the addition of new systems to be integrated into the request process and made available for request. Serve as departmental expert in release of CORI and other non-CORI data systems for non-law enforcement purposes.

35% Review requests and work with staff to ensure each request pack is complete and any outstanding questions about the request are answered before analyzing the request for approval. Review all criminal history responses, when applicable, and serve as the program custodian of record. Draft memos recommending approval or denial and prepare for management discussion and approval. Review and sign formal correspondence between the program and the requestor. Provide quality assurance reviews of data extracts prior to submission to client to ensure staff are accurately checking data quality prior to release.

15% Provide direct supervision over the DAAS staff, including recruiting, training, mentoring, and evaluating staff. Provide assistance and guidance to staff on troubleshooting and resolving requestor issues. Handle situations requiring progressive discipline and administering Department policy as it relates to the Family and Medical Leave Act, Injury Illness Prevention, Workplace Discrimination, Harassment, and Retaliation Prevention.

10% Other related duties as assigned.

*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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| Employee Signature Date  |  | Supervisor Signature Date  |