DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION O F CALIFORNIA JUSTICE INFORMATION SERVICES
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORD MANAGEMENT BRANCH
CRIMINAL RECORD UPDATE PROGRAM
CRIMINAL RECORD UPDATE SECTION

JOB TITLE: Program Technician (PT) II

POSITION NUMBER: 420-761-9928-105

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the supervision of the Supervising Program Technician II, the PT II in the Criminal Record Update Section (CRUS) reviews, analyzes, codes, verifies, and updates disposition information into the Automated Criminal History System (ACHS) and related criminal history databases. The PT II may be required to assist in the review of current and new program procedures. In addition, the PT II may be required to provide training to PT staff. The PT II must have a thorough knowledge of various statutory code sections, the criminal justice process, and the Criminal Record Update Program (CRUP). The incumbent will be trained and expected to perform all PT II work processes and meet the unit averages as required by CRUP for each work type. Depending on program needs a PT II may be assigned to perform other related duties as necessary.

SUPERVISION RECEIVED: Reports directly to the Supervising Program Technician II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: The physical ability to sit at an ergonomic personal computer work station for extended periods of time (6 to 8 hours) while keying in data. Must be able to lift and carry up to 20 pounds.

TYPICAL WORKING CONDITIONS:
Modular work station in an air-conditioned and smoke free environment.

ESSENTIAL FUNCTIONS:

35% Reviews, analyzes, codes, verifies, and updates manual disposition information submitted by California criminal justice agencies into the ACHS. Identifies data that does not conform to legal and procedural requirements and initiates action to resolve problems. This requires the PT II to have a thorough knowledge of the California criminal justice processes and the California Penal Codes and statutes.

20% Reviews, analyzes, modifies, and updates electronic dispositions in the Applicant Processor into the ACHS. Makes the necessary modifications as subsequent disposition information is submitted by law enforcement agencies.

25% Updates electronic dispositions fallouts from the Disposition and Batch Processors. Performs necessary modifications and initiates problem resolution correspondence to address incomplete information. Identifies common errors and elevates to management to resolve electronic submission issues with technical staff and submitting law enforcement agencies.

15% Assists in the training of PT and other PT II staff. Review new and existing procedures for update.

MARGINAL FUNCTIONS:

5% Performs other related work as necessary.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Signature	Date	Supervisor Signature	Date