

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
TECHNOLOGY SUPPORT BUREAU

JOB TITLE: Bureau Director – CEA B

POSITION NUMBER: 420-861-7500-010

INCUMBENT:

STATEMENT OF DUTIES: Under the administrative direction of the Chief of the California Justice Information Services (CJIS) Division, the Bureau Director is responsible for planning, organizing, and directing the activities of the Strategic Transport & Technology Services Branch and the Production & Network Services Branch within the Technology Support Bureau (TSB). The TSB is responsible for providing infrastructure services to the Department of Justice (DOJ), the California Law Enforcement Telecommunications System (CLETS), the Criminal Justice Information System control software, and the computer operating systems and their environments. The Bureau Director develops, recommends, and implements policies for the TSB which relate to the DOJ, as well as, policies having direct impact on the client agencies. The position formulates and administers Departmental plans and provides overall program development and implementation. The Bureau Director is responsible for advocating legislative solutions and representing the TSB and DOJ before the Legislature, governmental agencies, and public and private organizations. As a member of the executive staff, the position plays an active role in long range planning and provides much of the technical direction in establishing policies and procedures related to the software systems. The Bureau Director provides policy to highly technical staff to ensure maximum efficiency. The TSB consists of approximately 135 positions and maintains a budget in excess of \$20 million.

SUPERVISION RECEIVED: Under the administrative direction of the CJIS Division Chief.

SUPERVISION EXERCISED: Directly supervises Information Technology Manager IIs (ITM II), Executive Assistant, and indirectly supervises Information Technology Manager Is (ITM I).

TYPICAL WORKING CONDITIONS: Enclosed, highly secured office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

Administrative and Management

45% Plans, organizes, and directs the day-to-day activities of approximately 135 interdisciplinary information technology (IT) staff within the TSB to accomplish the assigned mission, including, but not limited to, related services to clients/users and their programs. Formulates, recommends, and administers Departmental long-range plans which set policy, direction, and course of action for the evaluation, acquisition, development, implementation, and maintenance of the Department's IT infrastructure. Represents the Attorney General (AG) and the Chief on issues involving IT with Department management, State control agencies, and system users statewide. Evaluates pending TSB initiatives, determines impact on the infrastructure resources, and provides substantial input into the formulation of strategy as it relates to resource allocation. Manages the software procurement process in relation to the communications network(s) and negotiates vendor support for installed products. Evaluates pending requests for services, determines impact on the available resources, and provides substantial input onto the formulation of strategy as it relates to Departmental activities.

Duty Statement
TSB Bureau Chief

Maintains adequate cost controls and assures billing policies and charges are consistent with services provided. Works with the IT Contracts and Procurement Unit on formulation and negotiation of contracts for Electronic Data Processing equipment, software, maintenance services, and supplies.

- 10%** Participates in the definition of the mission, long range planning, and establishment of goals and policies for the Hawkins Data Center (HDC).
- 10%** Prepares budget estimates and justifications to support the projected mission/workload within the scope of assigned responsibilities.
- 10%** Provides executive level interface between the HDC Bureaus and represents the TSB in meetings with, and presentations to, Division/Departmental management, State control agencies, and system users.
- 5%** Acts in the capacity of the Chief of the CJIS Division and/or may be ordered by the AG to assume responsibility for direction of local law enforcement activities in the event of a regional or statewide emergency.

Technical

- 15%** Serves in a consultative capacity to the HDC and Departmental management, client program managers, and control agencies as required.
- 5%** Determines the accuracy of procedures or policies resulting from system failures (hardware and software). Maintains technical awareness of all hardware, software, and communications systems in use at the Department.

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