

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

JOB TITLE: Supervising Program Technician (SPT) II

POSITION NUMBER: 420-761-9925-036

INCUMBENT: Vacant

STATEMENT OF DUTIES: The SPT II is a first line working supervisor in the Criminal Record Update Section (CRUS) whose responsibilities are to distribute, monitor, and prioritize the workload of staff; maintain work quality assurance; identify and resolve potential errors, train, advise, and assist personnel who update data to the Automated Criminal History System (ACHS) via the Justice Automated Data Exchange (JADE); and coordinates work with other units within the Department. The SPT II advises and assists in resolving the most complicated work that subordinates are unable to resolve. The SPT II also monitors and evaluates attendance and work performance and takes appropriate corrective action when necessary. Develops memorandums, correspondence, and personnel documents as needed.

SUPERVISION RECEIVED: Reports directly to the Staff Services Manager I (SSM I)

SUPERVISION EXERCISED: Directly supervises Program Technician (PT) and/or PT II staff.

TYPICAL PHYSICAL DEMANDS: May be required to carry folders and/or documents weighing up to 5 pounds and lift boxes weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: Workstation in a smoke-free environment.

ESSENTIAL FUNCTIONS:

50% Supervise and evaluate the performance of assigned staff and provides guidance on ACHS and the JADE; review and approve work products submitted by staff to ensure accuracy, completeness, timeliness, and conformity to standards. Prioritize and assign work daily according to workload demands. Evaluate workload production and inventory data and recommend staffing adjustments accordingly. Maintain an effective working relationship with other DOJ sections/units in order to coordinate the flow of work and resolve problems.

