

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: 420-701-5734-001

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 Research Data Supervisor II.

SUPERVISION EXERCISED: Directly supervises Research Data Specialist I, Research Data Analyst staff, 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

