

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Carry Concealed Weapon Program
CCW Background Team – Team 1**

JOB TITLE: Staff Services Manager (SSM) I

STATEMENT OF DUTIES: Under the general direction of the SSM II of the Bureau of Firearms (BOF), Carry Concealed Weapon (CCW) Program, the SSM I is responsible for the direct supervision of the analytical, technical, and clerical staff for the CCW Background Team 1 and the CCW Licensing Team. These operations encompass the following:

- Planning, management, and control of the various work processes relating to state mandated processes/programs within the CCW Background and Licensing Teams.
- Planning, organizing, and directing various activities associated with the processing of CCW records.
- Advising and making recommendations to upper management on state, federal, and local laws and plans which affect the Department of Justice, law enforcement, and the firearms industry.
- Coordinating automated system enhancement activities by leading staff in the development of business processing rules, feasibility study reports, detailed system specifications, system implementation and testing, and development of follow-up project reports.
- Additional management activities include supervisory-related duties, such as developing detailed processing procedures, interviewing and hiring staff, evaluating employees and resolving personnel issues.

SUPERVISION RECEIVED: Directly supervised by the Staff Services Manager (SSM) II.

SUPERVISION EXERCISED: Directly supervises one (1) Crime Analyst Supervisor and one (1) Supervising Program Technician (SPT) II and indirectly supervises CCW staff.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to a minimum of eight hours a day.

TYPICAL WORKING CONDITIONS: Work in an enclosed office in a smoke-free environment. Must work core business hours, Monday-Friday. The SSM I may have to work more than 40 hours a week, and on occasion, weekends and holidays and may not be allowed to take time off during the months of November through January.

ESSENTIAL FUNCTIONS:

- 45% Plans, organizes and directs the activities of the CCW staff, including hiring of personnel, performance evaluations, CCW production statistics, processing procedures, new

program/procedure implementation, project management and resource allocations.

- 15% Coordinates staff for research and policy development regarding California firearms laws, application processing fees and procedural policies; appears in court; and responds to Public Records Act requests and Subpoena Duces Tecum. Advises and makes recommendations to the SSM II on state, federal and local laws, policies and plans that impact firearms laws/regulations, including legislative proposals and new management priorities. Reviews processes and makes recommendations for changes to procedures to ensure consistency and increase efficiency.
- 15% Analyzes information technology needs and interface functionalities required for the CCW Background Team. This includes developing and recommending new systems and/or upgrades to existing systems to accommodate program processing, overall maintenance of one comprehensive relational database with multiple and varies sub-components, and input on legislative bill analysis. Provides input to and reviews all information technology documents, Special Project Reports, Post-Implementation Evaluation Reports and Quarterly Information Technology Reports, and makes appropriate recommendations to the SSM II.
- 15% Reviews, edits, and/or provides initial approval for bulletins, letters, special reports, legislative analyses, protocols, procedures, manuals, and articles relating to the functions of the section. Oversees the preparation of detailed statistical reports, charts, and graphs. Provides input to and reviews information disseminated to the media, public, law enforcement, special interest groups, and the firearms industry.
- 10% Coordinates with other BOF section managers to ensure that policies, operating procedures, personnel and labor relation matters are consistently managed throughout BOF and facilitates communications between all levels of supervision within the unit and with other supervisorial levels within BOF. Assists BOF Executive management in the development of long-term plans and makes recommendations on administrative matters within BOF.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date