

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU**  
**INVESTIGATIVE SERVICES BRANCH**  
**VIOLENT CRIME INFORMATION CENTER**

**JOB TITLE:** Staff Services Manager (SSM) III

**POSITION NUMBER:** 420-701-4802-002

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** This position serves as the Program Manager of the Violent Crime Information Center (VCIC) which consists of a wide range of complex and diverse statewide program components that provide critical law enforcement and public services in highly sensitive and visible subject areas. These components consist of: the California Sex Offender Registry and the Investigative Services Program. The SSM III oversees and sets policies pertaining to programs that perform legislatively mandated functions relating to the identification and apprehension of persons responsible for specific violent crimes and for the disappearance and exploitation of persons, especially children.

**SUPERVISION RECEIVED:** Reports directly to the Assistant Bureau Chief of the Investigative Services Branch.

**SUPERVISION EXERCISED:** Directly supervises SSM IIs and indirectly supervises a staff of Associate Governmental Program Analysts, Crime Analyst Is, IIs, Crime Analyst Supervisors, Program Technician IIs, Seasonal Clerks, and Student Assistants

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

**ESSENTIAL FUNCTIONS:**

50% Plans, organizes, and directs the activities of VCIC; formulates, recommends, and oversees the implementation of program policy regarding the collection, maintenance, and dissemination of sensitive data on violent criminals and unsolved violent crime cases, including that related to all of the State's registered sex and arson offenders, and missing and unidentified persons; establishes and flexibly adjusts program priorities, goals and objectives, and allocates resources accordingly as needed; creates and establishes an overarching vision to guide VCIC managers in the evaluation of program operations to ensure quality, efficiency, and compliance with applicable laws and policies.

Duty Statement  
SSM III

- 25% Serves as the Department's primary representative regarding VCIC policies and operations; develops collaborative working relationships with other affected departmental programs and external entities; interacts with other high-level members of criminal justice agencies at the local, state, and federal levels and coordinates activities of mutual concern; testifies at legislative hearings; and responds to inquiries by the media and the public.
- 15% Oversees program fiscal matters, including approval of expenditures, budget requests, and budget analyses; grant administration; oversees all personnel-related matters, including hiring, grievance responses, and disciplinary actions; provides leadership and demonstrates flexibility while managing the VCIC program to accomplish its mandates, setting priorities, goals and objectives in a constantly changing work environment, and motivates staff and acknowledges outstanding staff performance to reduce backlogs, etc. Responsible for ensuring compliance with the Department's various labor relations, sexual harassment, discrimination, violence in the workplace, and safety training requirements.
- 10% Oversees and approves drafts of Information Bulletins, Legislative Reports, project status reports, operational manuals, and other documentation relating to the varied functions of VCIC and all program activities involving legislative matters potentially affecting VCIC, including all bill analyses and associated research, cost estimates, and policy recommendations.

*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.*

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Employee's Signature

Date

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Supervisor's Signature

Date