

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS**

JOB TITLE: Staff Services Manager I

STATEMENT OF DUTIES: Under the general direction of the Bureau of Firearms (BOF), Staff Services Manager (SSM) II, the SSM I is the unit manager of the Regulatory Compliance Unit (RCU). This unit has primary responsibility for training, inspecting, and regulating firearms dealers, exempted federal firearm licensees, manufacturers and ammunition vendors licensed to operate in California. The unit provides training to various stakeholders, as well as law enforcement agencies, regarding reporting firearms and other firearms and/or ammunition related responsibilities.

SUPERVISION RECEIVED: Directly supervised by the SSM II.

SUPERVISION EXERCISED: Directly supervises a team comprised of Field Representatives, a Staff Services Analyst, and a Seasonal Clerk.

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, and on occasion weekends or holidays. Travel will be required on occasion.

ESSENTIAL FUNCTIONS:

- 30% Plans, organizes and directs the activities of RCU staff, including inspections and trainings, processing procedures, new program/procedure implementation, project management and resource allocations. Review inspection findings, written reports and correspondence to firearms dealers, exempted federal firearm licensees, manufacturers, and ammunition vendors. Reviews and provides feedback on the performance of RCU staff, managing workload and authorizing leave requests.
- 25% 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 unit. Oversees the preparation of detailed statistical reports, charts and graphs. Provides input to and reviews information disseminated to the media, public, firearms dealers and manufacturer client groups, the criminal justice community and for preparation of contracts, Requests for Proposal, Requests for Information, budget change proposals and a variety of budgetary documents. Oversees the preparation of presentations to firearms dealers, manufacturers, ammunition vendors, criminal justice and law enforcement groups and associations using a variety and combination of presentation techniques, such as oral presentation, handout, overhead and computer presentation software.

- 15% Oversees DOJ participation in and assistance with law enforcement investigations and criminal prosecutions.
- 15% Advises and makes recommendations to the SSM II on state, federal and local laws, policies and plans which affect the bureau, including legislative proposals and new management priorities.
- 10% Analyzes information technology needs and interface functionalities on systems required for RCU, DROS, COE, CL, AVL and FSC based on evaluations/recommendations made by Field Representatives initiated while conducting inspections. Makes appropriate recommendations to the SSM II.
- 5% Oversees attendance for staff, participates in the hiring process for RCU and prepares probation reports and annual performance reviews.

☐ 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