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: Program Technician III

POSITION NUMBER: 420-761-9929-043

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under general direction, the Program Technician (PT) III reviews, analyzes, codes, verifies, and updates the more complex arrest and disposition information submitted by criminal justice agencies for inclusion in the state criminal history repository. The PT III serves as a subject matter expert regarding manually maintaining criminal history information based on information submitted by criminal justice agencies and assists with the development and maintenance of program procedures. The PT III assists in peer-to-peer training to all levels of PT staff and works closely with the program Staff Services Analyst (SSA) and Crime Analyst (CA) II to ensure training is completed according to program training plans. The PT III must have a thorough knowledge of criminal and applicant update processes, the California criminal justice system, and departmental policies and procedures.

The incumbent will be trained and expected to perform all PT III work processes and meet the unit averages as required by the branch.

SUPERVISION RECEIVED: Reports directly to the Supervising Program Technician III.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must have the physical ability to work at an ergonomic personal computer work station for a majority of the work shift. May be required to carry stacks of folders short distances weighing 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:

45%   Reviews, analyzes, verifies, codes, and updates the more complex arrest correction and disposition data, submitted by criminal justice agencies, to the state criminal history

databases and systems. Identifies data that does not conform to legal and procedural requirements and initiates action to resolve problems. Identifies common errors by submitting agencies to management and assists with the resolution of these errors. Performs necessary modifications and initiates problem resolution correspondence to address incomplete information.

45%   Conducts peer-to-peer training, verification, mentoring, and job shadowing with Program Technician staff on the criminal history update process. Provides feedback to the SSA, CA II, and trainees on training progress. Works closely with the program SSA, CA II, and the trainees' supervisor to develop training strategies and additional training plans.

10%   Assists with the development, update, and revision of procedures related to maintaining criminal history information. Performs other duties and special projects associated with maintaining and improving criminal history information as assigned.

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's Signature   Date   Supervisor's Signature   Date