

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
OFFICE OF THE CHIEF
420-710-4801-002

JOB TITLE: Supervisor II - Supervisory

STATEMENT OF DUTIES: Under the general direction of the Division of Law Enforcement (DLE) Manager II, the Supervisor (SUP) II performs at the full supervisory level and is responsible for planning, organizing, directing, and administering the work of professional staff with a diverse set of tasks and functions. The SUP II independently manages approximately three administrative teams comprised of management, analytical, and clerical staff. The administrative teams, through the Manager II and staff assigned, ensure division compliance with State, Department and/or Division administrative policies and procedures, maintain the fiscal integrity of the DLE, and provide administrative support and expertise to the DLE programs. The SUP II is responsible for initiating and implementing administrative policies and procedures as necessary, providing guidance and training to DLE management and staff on Budget Change Proposals (BCP), and will oversee the DLE's recruitment efforts. The SUP II has full responsibility for making daily judgments and decisions that relate to the division's administrative teams.

The SUP II is a subject matter generalist possessing strong analytical skills, managerial abilities, and personal qualifications who will act as a full manager of technical personnel working with administrative policies and procedures. The SUP II is required to maintain multi-disciplinary skills, including knowledge of personnel, contracts/procurement, budgeting, and accounting, policies and procedures within the Department of Justice (DOJ) and statewide systems.

SUPERVISION RECEIVED: Reports directly to the Manager II.

SUPERVISION EXERCISED: Plans, organizes and directs the activities of three direct reporting SUP Is, and indirect reporting staff of various clerical and analytical classifications.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer screen and type on a keyboard for extended periods of time, ability to bend and stretch above shoulders.

TYPICAL WORKING CONDITIONS: Primarily an enclosed office in a smoke-free environment. Occasional travel to various locations throughout the state may be required.

ESSENTIAL FUNCTIONS:

- 40% Manages, develops, coordinates, and directs the duties and responsibilities of the DLE administrative teams in the areas of contracts, fiscal, personnel, property, publication assignments, risk management, and special projects. Mentors staff and conducts staff performance appraisals in addition to evaluating the efficiency of the administrative teams. Ensures duties, responsibilities, authority and accountability of all direct subordinates are defined. Oversees recruitment efforts for the administrative teams to ensure positions are accurately allocated and filled timely.

- 30% Manages, plans, and organizes the accuracy and integrity of the division’s budget as well as monthly and quarterly fiscal monitoring projects. Acts as the liaison between the Department’s Budget Office and the DLE. Coordinates and oversees various fiscal drills. Advises the Manager II of any division fiscal concerns. Oversees the processing of grants and any Memorandum of Understanding (MOU) requests for DLE, and advises the Manager II of any grant or MOU concerns.

- 20% Develops and establishes training and best practices for the development of DLE’s Budget Change Proposals (BCP). Oversees the development of BCPs; liaises with the DOJ Budget Office (BO) on the development of BCP’s; reviews/monitors the questions from the BO, the Department of Finance, and the Legislative Analyst’s Office, to ensure the information provided is accurate, timely, and effectively supports the proposals. Prepares information as necessary for testimony at legislative budget hearings.

- 10% Serves as an active member of the Office of the Chief’s Executive Management Team; participates in management planning sessions and provides oversight of division-wide projects. Advises the Manager II on administrative, fiscal, procurement, and personnel matters. Consults with and advises the Manager II and the Bureau Directors concerning administrative problems affecting their respective programs; assists the Manager II on a variety of administrative related problems confronting the Division. Performs ongoing evaluations and confers with DLE executive management to identify, plan and develop methods and procedures to obtain greater efficiency.

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