

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

**Firearms Information Technology Systems Modernization Unit (Team 2)**

**JOB TITLE:** Supervisor I (12- Month Limited Term)

**WORKING TITLE:** Supervisor I

**STATEMENT OF DUTIES:** Under the direction of the Supervisor (SUP) II responsible for the Firearms Information Technology Systems Modernization (FITSM) Unit, the SUP I is a working supervisor and provides support to the Bureau of Firearms (BOF) business lead on the project, responsible for engaging and performing project tasks to support the overall project. The SUP I plans, manages, coordinates, leads, and oversees staff performing analytical and quality assurance duties related to the implementation of the FITSM project. The SUP I will perform the more complex and/or sensitive analysis required for the project, including reviewing technical specification documents and legislation. This resource will also participate in all communications and engagements with the project team, contract staff, internal BOF staff, Application Development Bureau (ADB), executive management, and the California Department of Technology (CDT). The incumbent must have a strong working knowledge of Bureau policies and programs.

The SUP I must have strong analytical and project management skills and knowledge of the program's needs and functions and firearms related laws, regulations, and policies. The SUP I must make sound, logical, documented, fact-based recommendations to the SUP II as decisions impact high-profile, statewide programs. The SUP I must have strong verbal and written communication skills, work well under pressure, and perform multiple tasks with accuracy, precision, and neatness.

**SUPERVISION RECEIVED:** Directly supervised by the SUP II, FITSM Unit.

**SUPERVISION EXERCISED:** The SUP I directly supervises three Analyst II (AN II) and two Crime Analysis IIs (CA IIs)

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

**TYPICAL WORKING CONDITIONS:** Enclosed windowed office in a smoke-free environment. Must work core business hours, Monday – Friday, and on occasion weekends and holidays. This position may be required to work overtime to complete assignments

**ESSENTIAL FUNCTIONS:**

30% Plans, manages, coordinates, leads, and oversees business activities between the project business SMEs and business functional areas; monitors business activities to ensure approved objectives and benefits are realized. Reviews and analyzes the more complex and/or sensitive tasks necessary for the implementation of the FITSM project, including reviewing technical specification documents and legislative impact analysis.

- 30% Participates in all communications and engagements with the project team, contract staff, internal BOF staff, ADB, executive management, and CDT; works closely with the SUP II to ensure consistency and best business practices.
- 10% Advises the SUP II of the impact of proposed federal and state firearms laws and regulations. Provides field liaison support for the BOF with representatives from criminal justice agencies, state agencies, press, firearms dealers, and the public.
- 10% Identifies key policy issues, provides key policy advice, and participates in the development of policies associated with firearms-related criminal and applicant statewide processes.
- 10% Oversees hiring, manages activities and performance of personnel; mentors and assists subordinates with upward mobility; and prepares staff evaluations, disciplines employees, and handles grievances.
- 5% Participates in meetings with stakeholders. Must foster a professional and collaborative working environment to aid in developing workable solutions to controversial legislation.
- 5% Other duties 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.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date