

DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF INVESTIGATION  
CALIFORNIA POLICE SHOOTING INVESTIGATIVE TEAM PROGRAM  
419-526-8681-XXX

**JOB TITLE:** Assistant Bureau Director (Sworn)

**STATEMENT OF DUTIES:** Under the direction of the Bureau Director of the Bureau of Investigation (BI), the Assistant Director (AD) is responsible for administrative and executive oversight of the statewide BI California Police Shooting Investigative Team (CaPSIT) Program. The AD directs regionally assigned CaPSIT Teams, in addition to the CaPSIT Program's administrative staff. The AD sets goals and objectives; meets budget, legislative, and department mandates; enforces bureau policy and procedures; ensures compliance with all legal mandates and department rules and regulations; ensures program and fiscal integrity and compliance with the mission of the BI; and ensures a safe and harassment-free work environment. The AD must have excellent written and oral communication skills; strong analytical skills; good research skills; effective time-management and organizational skills.

**SUPERVISION RECEIVED:** Reports directly to the Bureau Director.

**SUPERVISION EXERCISED:** Plans, organizes, and supervises the activities of the sworn and professional managers assigned to the CaPSIT Program.

**TYPICAL PHYSICAL DEMANDS:** See attached, Essential Duties for Special Agents. This position requires the ability to travel to various locations via conventional modes of transportation for participation in meetings, conferences, making presentations, and providing training. Also requires the ability to sit at a computer screen and type on a keyboard for extended periods of time, ability to bend and reach above shoulders. Ability to move around to distribute work assignments.

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

**ESSENTIAL FUNCTIONS:**

- 50% Responsible for executive oversight of the CaPSIT Program. Establishes program goals, priorities, and procedures; ensures procedural compliance; prioritizes workload consistent with established goals. Plans, organizes, directs and evaluates the operational needs of the CaPSIT Program, and makes recommendations to the BI Director regarding manpower, project priority, equipment and budgetary needs. Plans, organizes, and supervises the activities of the sworn and professional managers assigned to the CaPSIT Program. Adjusts the program to conform to Department, Division, and Bureau needs. Maintains focus on fiscal integrity to be in compliance with the BI's mission and the statutory mandate for the program.

- 20% Manages activities relating to the monitoring of proposed legislation affecting the CaPSIT program. Prepares for and participates in legislative and budget hearings. Oversees and ensures accurate development of fiscal and legislative analyses; participates in the development of budget change proposals and grant solicitations for the CaPSIT Program. Plans and directs the implementation of new programs related to the CaPSIT Program resulting from legislative and/or fiscal actions. Consults with other executive staff members regarding the impact of current and proposed policies as they affect CaPSIT Program operations.
- 15% Serves as an active member of the Bureau's Executive Management Team. Participates in management planning sessions; identifies policy and procedural issues and proposed solutions. Ensures compliance of laws, rules, special orders, memoranda, and policies by the Special Agents in Charge, Special Agent Supervisors, Special Agents, and professional staff.
- 15% Represents the Bureau and Department at law enforcement and various meetings. Maintains continuous liaison with local, state, and federal law enforcement agencies to ensure active cooperation with Bureau activities. Assumes the duties of the Bureau Director when delegated, and completes other projects and tasks as assigned.

*I have read and understand the essential functions and typical demands required of the job as stated above, and I am able to perform the essential functions with or without reasonable accommodation.*

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Employee's Name (Print)

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Supervisor's Name (Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

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Date