

**DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU
INVESTIGATIVE SERVICES BRANCH
LAW ENFORCEMENT SUPPORT PROGRAM
INVESTIGATIVE DATABASE SERVICES SECTION**

JOB TITLE: Crime Analyst Supervisor (CA Sup)

POSITION NUMBER: 420-738-0118-001

INCUMBENT: Vacant

STATEMENT OF DUTIES: The CA Sup is the first line supervisor responsible for the full range of day-to-day supervisory duties related to the following databases; California Pawn and Secondhand Dealer, Automated Property, California Justice Information Services (CJIS) Validations, Stolen Vehicle System (SVS), and the Automated Boat System (ABS) in the Investigative Database Support Section (IDSS). The CA Sup identifies, recommends, and implements changes to existing processes and procedures necessary to increase overall efficiency and is a liaison to external and internal stakeholders. The CA Sup ensures mandates are followed, assists with project priorities, and section needs.

SUPERVISION RECEIVED: Directly reports to the Supervisor I.

SUPERVISION EXERCISED: Directly supervises Crime Analyst (CA) Is, CA II and one Program Technician II.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to eight hours a day to prepare work assignments. Ability to lift and move items 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% Supervises and supports staff engaged in the operation of the California Pawn and Secondhand Dealer, Automated Property, CJIS Validations, SVS, and the ABS databases, trains, and directs subordinate supervisory and technical personnel. Provides technical support for database operations and assists with the most difficult inquiries from IDSS clients. Collaborates on application enhancements relative to existing and new functionality. Coordinates and facilitates meetings and conducts regular assessments of the databases for quality assurance.

35% Composes, reviews, and edits memorandums and information bulletins and assists with updating manuals pertaining to databases within IDSS; analyzes workload processes to identify process improvement and makes recommendations to management. Identifies, analyzes, and resolves existing and potential problems affecting the systems. Assists in the analysis of proposed legislation related to databases maintained in the IDSS.

15% Provides management with recommendations on program needs. Assists with personnel related matters, including hiring, training, and evaluation of staff performance, and prepares annual appraisals/probation reports. Provides assistance with other systems within IDSS. Provides training to criminal justice agencies regarding SVS and ABS functionality. Works on special projects within the Program.

5% Other related 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.

Employee's Signature

Date

Supervisor's Signature

Date