

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORD MANAGEMENT BRANCH
CRIMINAL RECORD & SUPPORT PROGRAM
RECORD SUPPORT SECTION

JOB TITLE: Supervisor (Sup) I

POSITION NUMBER: 420-761-4800-012

INCUMBENT: Vacant

STATEMENT OF DUTIES: The Sup I manages the Record Support Section (RSS), comprised of the Record Resolution Unit (RRU) and the Record Sealing Unit (RSU). The manager is responsible for the planning and direction of the manual and electronic error resolution on electronic fingerprint submissions and court ordered sealings to include quality control, liaison activities with local law enforcement, courts, and applicant agencies, and development of solutions to improve submission accuracy. The Sup I is also the Federal Bureau of Investigation liaison associated with criminal record corrections.

SUPERVISION RECEIVED: Reports directly to the Sup II.

SUPERVISION EXERCISED: Directly supervises Analyst I, Criminal Identification and Intelligence Supervisor and Supervising Program Technician II & III staff.

TYPICAL PHYSICAL DEMANDS: Extended periods of time consistently working at a computer workstation. Some travel may be necessary to meet with local agency representatives.

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% Directs staff in managing the daily operations of the RRU and RSU. This includes conveying the Bureau's policies while managing priorities based on Bureau needs; identifying and quantifying unprocessed inventory for management reports; approving the hiring of new staff; redirecting existing staff and authorizing overtime to manage workload fluctuations and special projects; preparing workload projections and staffing plans; and working with technical staff regarding automated systems specifications and in resolving automated system problems.

- 30% Participates in the formulation, interpretation, execution, and evaluation of Bureau and

