

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

JOB TITLE: Supervisor I

POSITION NUMBER: 420-761-4800-016

INCUMBENT: Vacant

STATEMENT OF DUTIES: The Supervisor I is the manager of the Quality Update and Expedite Section (QUES). The Sup I is responsible for the planning and management of the analysis, coding, and entry of arrest and disposition documents into the Automated Criminal History System (ACHS). The Sup I also aides and advises the Program Manager on policy and operational decisions relating to the ACHS and other automated projects/proposals relating to arrest and disposition reporting. The Sup I must plan, organize, and direct activities of the Section; develop plans and strategies for improvements to current processing technologies; represent the Bureau in meetings with local, state, and federal criminal justice agencies regarding applicant or criminal issues; meet with vendors and Division information technology personnel regarding program automation issues; set work priorities; and review legislation and the impact on the section.

SUPERVISION RECEIVED: Reports directly to the Sup II.

SUPERVISION EXERCISED: Directly supervises Supervising Program Technician II/III and Analyst I staff.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time and to lift, carry, and move 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:

Duty Statement
Vacant
Sup I – CRESF/QUES