

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

JOB TITLE: Program Technician III

POSITION NUMBER: 420-761-9929-007

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Supervising Program Technician (SPT) III, the Program Technician (PT) III reviews, analyzes, codes, verifies, and updates the more complex arrest and disposition information submitted by criminal justice agencies for inclusion in the state criminal history repository. The PT III serves as a subject matter expert regarding manually maintaining criminal history information based on information submitted by criminal justice agencies and assists with the development and maintenance of program procedures. The PT III assists in peer-to-peer training to all levels of PT staff and works closely with the program Crime Analyst II (CA II) to ensure training is completed according to program training plans. The PT III must have a thorough knowledge of criminal and applicant update processes, the California criminal justice system, and departmental policies and procedures.

The incumbent will be trained and expected to perform all PT III work processes and meet the unit averages as required by the branch.

SUPERVISION RECEIVED: Reports directly to the Supervising Program Technician III.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must have the physical ability to work at an ergonomic personal computer work station for a majority of the work shift. May be required to carry stacks of folders short distances weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Reviews, analyzes, verifies, codes, and updates the more complex arrest correction and disposition data, submitted by criminal justice agencies, to the state criminal history databases and systems. Identifies data that does not conform to legal and procedural requirements and initiates action to resolve problems. Identifies common errors by submitting agencies to management and assists with the resolution of these errors.

Duty Statement
PT III – BCIA/CRUP/CRUS

Performs necessary modifications and initiates problem resolution correspondence to address incomplete information.

30% Conduct peer-to-peer training, mentoring, and job shadowing with PT staff on the criminal history update process. Provides feedback to the CA II and trainees on training progress. Works closely with the program CA II and the trainees' supervisor to develop training strategies and additional training plans.

20% Identifies data that does not conform to legal and procedural requirements and initiates action to resolve problems. Identifies common errors by submitting agencies to management and assists with the resolution of these errors.

10% Assists with the development, update, and revision of procedures related to maintaining criminal history information. Performs other duties and special projects associated with maintaining and improving criminal history information as assigned.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date