

DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORDS & BIOMETRIC IDENTIFICATION BRANCH
IMAGING AND LIVE SCAN PROGRAM
APPLICATION AND IMAGING SUPPORT SECTION

JOB TITLE: Supervisor I

POSITION NUMBER: 420-761-4800-023

INCUMBENT: Vacant

STATEMENT OF DUTIES: The Supervisor (SUP) I is the section manager overseeing analytical staff responsible for the administration of several critical law enforcement systems in support of the criminal record repository, notably the Automated Archive System (AAS), Justice Electronic Document Imaging (JEDI) system, Folder Control System (FCS), and Card Scan. The SUP I is the lead for the program coordinating with internal/external law enforcement stakeholders, DOJ technical support, and vendors to develop enhancements and workflow solutions to the systems. They will also develop and provide training and auditing to stakeholders as well as procedure development for all section workflows. Develops research for legislative priorities, conducts statistical analysis of program and staff performance metrics. The SUP I also oversees the Pre-Scan Unit operations, responsible for the day-to-day imaging and data entry of manual fingerprint card submissions, converting them to live scan transactions.

SUPERVISION RECEIVED: Reports directly to the Supervisor II

SUPERVISION EXERCISED: Directly supervises one (1) Analyst II, one (1) Analyst I, two (2) Crime Analyst III, and one (1) Supervising Program Technician II staff.

TYPICAL PHYSICAL DEMANDS: None.

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:

40% Supervises and acts as a program manager over a team of analytical staff responsible for the oversight and administration of criminal justice repository databases, working with technical data center staff, vendors, and internal/external law enforcement stakeholders to develop solutions and meet project deliverables. Develops in person and virtual training modules for stakeholders. Develops auditing protocols in person and virtually to ensure compliance with criminal justice system use policies. Researches legislation to analyze impact to section workflows and system capabilities.

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- 25% Supervises and oversees all activities for the Pre-Scan Unit. Monitors workflow and guides Supervising Program Technician II staff to ensure mandated timelines are met for card scan imaging. Sets unit performance expectations and addresses personnel actions as needed. Develops multiple reports for card scan and cash handling activities. Works with accounting office to address cash handling issues and workflows.
- 25% Coordinates with co-managers, analytical and supervision staff, monitors workflows and inventory and takes appropriate action to meet workload demands. Facilitates meetings with partner programs to develop work solutions to meet their needs for the criminal history repository. Develops key metrics and workload inventory reports for Bureau management requests. Oversees analytical staff on workflow procedure development. Oversees administrative activities for the section, including but not limited to, approval of all hiring for new staff, probation and annual performance review, setting appropriate performance expectations for all levels of staff, corrective action and progressive discipline oversight of staff, and mentoring of direct report and subordinate supervision staff, budgets, contracts, purchase and supply/equipment requests, facilities management, and ergonomic requests. Meeting with union representatives and human resources to resolve employee issues. Meets with key Department stakeholders to develop administrative strategies to meet key program objectives.
- 10% Conducts special research assignments and analysis as requested by management to meet program goals and legislative mandates.

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.

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

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Employee Signature Date

Supervisor Signature Date