

**OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
OFFICE OF THE CHIEF
DUTY STATEMENT**

EMPLOYEE NAME:

POSITION NUMBER: 419-710-7500-007

JOB TITLE: Assistant Chief, Division of Law Enforcement

CLASSIFICATION: Career Executive Assignment (CEA), Level B

CBID: M01 (PO/FF)

STATEMENT OF DUTIES: Provides administrative direction, policy guidance and advice, and program direction within the Division of Law Enforcement (DLE) and performs other related duties. It is strongly preferred the incumbent meet the peace officer requirements under Penal Code 830.1, 830.2, or 830.3, or the equivalent federal or out-of-state law enforcement.

SUPERVISION RECEIVED: Under the direction of the DLE Chief.

SUPERVISION EXERCISED: Provides direction to four (4) Bureau Directors, one (1) Program Director, three (1) Special Agent in Charges and one (1) Staff Services Manager III.

TYPICAL PHYSICAL DEMANDS: None.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed, windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Plans, organizes, and directs the activities of the staff in the daily operations of the DLE programs, including the Bureau of Firearms, Bureau of Gambling Control, Bureau of Forensic Services, and Bureau of Investigation. Advises the DLE Chief and the Attorney General on policy direction and initiatives.
- 30% Plans and directs the activities of the Office of the Chief staff including administrative review of adverse actions; internal affairs investigations; security for the Chief and the DLE facilities; and fiscal management and evaluation for the Division. Assists the Chief in coordinating the activities for zone meetings and local enforcement agencies and the Attorney General.
- 20% Organizes and directs the Division program evaluation and planning function; establishes criteria for program effectiveness and efficiency; assesses internal program coordination

and division service deliver to client agencies.

- 10% Represents the Attorney General and the DLE Chief with Federal and local law enforcement agencies; presents program initiatives and testimony to the Legislature and control agencies; and advises the Attorney General on the fiscal impact of enforcement programs and client services provided by the Division.

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 Signature

Date

Supervisor Signature

Date