

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
EXECUTIVE OFFICE
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-705-7500-xxx

JOB TITLE: Program Assistant Chief

CLASSIFICATION: Career Executive Assignment (CEA), Level B

CBID: M01

STATEMENT OF DUTIES: Under the general direction of the Chief of the California Justice Information Services Division (CJIS), the CJIS Program Assistant Chief will direct the development and implementation of policies and programs of the business operations bureaus (Bureau of Criminal Information and Analysis (BCIA) and Justice Data and Investigative Services Bureau (JDIS)). The CJIS Program Assistant Chief will serve as a program expert and provide direction and policy while collaborating with the CJIS Information Technology (IT) Assistant Chief on bridging the gaps between the CJIS division's program operations that they oversee and the IT bureaus. The incumbent will develop and amend policy and procedures and provide guidance and direction to others throughout the department as staff are assigned to projects, outreach and policy initiatives. The incumbent will represent the CJIS division and the CJIS Division Chief at meetings involving federal, state and local matters related to criminal justice information programs.

SUPERVISION RECEIVED: Reports directly to the CJIS Chief.

SUPERVISION EXERCISED: Directly oversees the BCIA and JDIS Bureau Directors (CEA, Level B)

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. At the office, an enclosed windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

50% Provides leadership, management, and policy direction for the work activities and performance of the CJIS BCIA and JDIS division Bureau Directors; and directs the development and implementation of policies and programs over the CJIS business operations. Oversees collaboration, partnership and accountability with the Information

Technology Assistant Chief between business operations and the IT Bureaus to ensure continuity between the areas that require both IT and business concerns.

- 40% Consults with the Division Chief on sensitive and time-critical criminal justice program policy issues. Ensures division compliance with policies, procedures, and processes that are consistent with the organization's goals, objectives, and federal and state laws pertaining to the collection, storage, security and dissemination of criminal justice information. Monitors and makes policy recommendations on the impacts of legislation and regulation on program operations-related matters. Monitors the legislatively mandated projects, programs, and workload to ensure the fiscal and programmatic components are being appropriately implemented and managed and have adequate oversight by other technical areas. Provides guidance and policy direction to others throughout the division as staff are assigned to projects, outreach and policy initiatives.

Continually assesses division programs to ensure the sustainability of critical business processes; and develops and implements risk mitigation strategies. Manages internal and external client relationships to improve organizational performance and utilizes state-of-the-art technologies and business practices to meet the departmental needs.

- 10% Manages and oversees communications on behalf of the business operations projects and objectives, which includes stakeholder outreach, issue resolution, and gathering input from external entities for business requirements, analysis and program impact. Communicates regularly with the Executive Office on behalf of CJIS Chief and Bureaus.

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.
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Employee Signature

Date

Supervisor Signature

Date

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