



Job Description

Classification: Supervisor I

Working Title: Supervisor I

Position Number: 358-433-4800-001

Division/Unit: Security & Law Enforcement Division (SLED) / Theft Unit

Assigned Headquarters: Sacramento HQ

Position Eligible for Telework (Yes/No): Y

Job Description Summary

Under the general direction of the SLED Theft Unit Lieutenant, Supervising Lottery Agent (SLA), the Supervisor I (Sup I) is responsible for supervising and overseeing the assignments and activities of Analyst II's assigned to the Theft Unit. The Sup I is a working-level supervisor who also performs and oversees the most complex or sensitive work assignments.

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Essential Functions

40% Provide supervision, guidance, and assistance to the Analyst II's assigned across the three rotational shifts (Days, Swing, and Graveyard), including weekends and holidays. Reviews the quality of Analyst II generated Records Information Management System (RIMS) criminal cases for thoroughness, accuracy confirmation of proper Penal Code sections, and overall attention to detail (grammar, spelling, etc). Confirms the accuracy of flagged stolen Scratchers inventory in Aurora Navigator (Lottery internal database) with the effort to minimize mis-flagged tickets which can negatively impact player experiences. Ensures prompt Analyst II responses to SmartCount Security Alerts (Blocked Scratchers Ticket Notifications) including a timely resolution.

40% Manage and monitor in-office workplace compliance, overseeing special projects and investigations, management and support of the Crime Analysis and Retailer Ticket Theft Report programs, conducting random shift briefings on Teams or during in-office assignments, providing recurrent training on Lottery Regulations, policies, and procedures related to Theft Unit duties, Penal Codes, report writing, Aurora Navigator, Business Objects, Cal Photo, TLO, APBNET, California Law Enforcement Telecommunications System (CLETS), AXON / Evidence.com, and the License Plate Reader program.



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15% Monitor, manage, and address team and individual performance levels, perform administrative duties as required, confirm the accuracy of Theft Unit statistical data for use in the SLED Monthly Metrics and Quarterly Ticket Theft Committee presentations.

Marginal Functions

5% Perform other job-related duties including special assignments as directed by the Theft Unit Lieutenant. Research, identify, and provide training and career opportunities related to Theft Unit Analyst II job duties and requirements.

Scope and Impact

- a. Consequence of Error: Consequence of error may lead to failure to prevent illegal cashing of prize amounts, resulting in loss of revenue to the Lottery. Additional consequences include failure to provide Lottery retailers with the resources to report the theft of Lottery products in a timely manner and failure to provide preliminary information and analysis to Field Investigations.
- b. Administrative Responsibility: Provides first-line supervision of Theft Unit Analyst II's and completion of corresponding administrative duties.
- c. Supervision Exercised and Received: The Sup I provides direction, oversees the assignments and activities of (12) Analyst II's. The Supervisor I receives general direction from the Theft Unit Lieutenant.
- d. Personal Contacts: The Sup I has daily contact (oral and/or written) with all levels of Lottery staff, law enforcement agencies, Lottery retailers, and the general public.

Physical and Environmental Demands

Physical demands are minimal.

Working Conditions and Requirements

- a. Schedule: Monday – Friday, 0800-1700 hours. The Sup I is required to perform (2) in-office days weekly at Headquarters. Operational needs may require the Sup I to work irregular hours, including weekends and holidays.
- b. Travel: Occasional overnight travel (including out-of-state) may be required.
- c. Other:

Effective Date: 09/01/26



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NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date