

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
ENTERPRISE SERVICES BUREAU

JOB TITLE: Bureau Director (CEA B)

POSITION NUMBER: 420-862-7500-005

STATEMENT OF DUTIES: Under the administrative direction of the Assistant Chief of the California Justice Information Services (CJIS) Division, the Bureau Director establishes a strategic vision for the coordinated planning, acquisition, and development of cost-effective information technology solutions to business problems. The incumbent is also responsible for planning, organizing, and directing the activities of the two branches within the Enterprise Services Bureau (ESB). The Enterprise Support Branch provides enterprise services for the Department's computing applications and shared environments, desktop support and device maintenance, and IT support to the Department's legal, executive and administrative divisions. The Project Management and Procurement Branch provides department-wide review over IT purchases and contracts, IT project coordination and management services, as well as independent IT project oversight.

The Bureau Director serves as the principal administrator of the centralized IT services by defining the primary business strategies and policies that guide the IT desktop management for the Department. The position serves as the key policy maker leading the ESB to define and develop an open system framework of processes, documents, database objects, components, services and modules to achieve flexibility, scalability, speed of development, and operational cost savings. The Bureau Director is responsible for advocating legislative solutions and representing the Bureau and Division before the Legislature, governmental agencies, and public and private organizations. As a member of the executive staff, the Bureau Director plays an active role in long-range planning and provides much of the technical direction in establishing policies and procedures.

SUPERVISION RECEIVED: Under the administrative direction of the CJIS Division Assistant Chief.

SUPERVISION EXERCISED: Directly oversees Information Technology Manager II and Office Assistant (Typing) classifications.

TYPICAL PHYSICAL DEMANDS: Ability to sit at computer terminal for extended periods. May be required to lift, carry, or move up to 20 pounds.

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

ESSENTIAL FUNCTIONS:

Administrative and Management

- 45% Plans, organizes, and directs the day-to-day activities of IT staff within the ESB, to accomplish the assigned mission, including, but not limited to, services related to clients/users and their programs. Formulates, recommends, and administers departmental long-range plans which sets policies, directions, and courses of action for the evaluation, acquisition, development, implementation, and maintenance of the Department’s IT infrastructure. Represents the Attorney General, CJIS Division Chief and Assistant Chief on issues involving IT with Department management, state control agencies, and system users statewide. Evaluates pending ESB initiatives, determines impact on the infrastructure resources, and provides substantial input into the formulation of strategy as it relates to resource allocation.
- 15% Participates in the definition of the mission, long range planning, establishment of goals and policies for the Hawkins Data Center (HDC).
- 15% Prepares budget estimates and justifications to support the projected mission/workload within the scope of assigned responsibilities.
- 10% Provides executive level interface between HDC bureaus and represents the ESB in meetings with, and presentations to, Division/Department management, state control agencies and system users.
- 5% Acts in the capacity of the CJIS Division Assistant Chief and/or may be ordered by the Attorney General to assume responsibility for direction of local law enforcement activities in the event of a regional or statewide emergency.

Technical

- 5% Serves in a consultative capacity to the two other IT bureaus and departmental management, client program managers and control agencies as required.
- 5% Determines the accuracy of procedures or policies resulting from system failures (hardware and software). Maintains technical awareness of all hardware, software and communications systems in use at the Department of Justice.

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