

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION

JOB TITLE: Career Executive Assignment B (CEA B) – Assistant Chief

POSITION NUMBER: 420-705-7500-XXX

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Division Chief, CEA C, of the California Justice Information Services Division (CJIS), the 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 (JDISB)); and the three Information Technology (IT) bureaus within CJIS (Enterprise Services Bureau (ESB), Application Development Bureau (ADB) and the Technology Support Bureau (TSB)). The Assistant Chief will serve as a program expert and provide direction and policy while bridging the gaps between the CJIS division's business operations and the three IT bureaus. The incumbent will develop and amend policy and procedures to ensure continuity between the two areas 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.

SUPERVISION RECEIVED: Reports directly to the CJIS Division Chief

SUPERVISION EXERCISED: Five (5) Bureau Chiefs

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: 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 division Bureau Chiefs; and directs the development and implementation of policies and programs over the CJIS business operations and IT bureaus. Oversees collaboration, partnership and accountability between business operations and the three 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 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 IT-related matters. Monitors the legislatively

mandated projects, programs, and workload to ensure the fiscal, programmatic, and IT 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 and IT 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 duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date