CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, CRIMINAL JUSTICE RECORDS	**43**	**A**	**11.132**

Under administrative direction, the Manager, Criminal Justice Records plans, organizes, coordinates and directs a variety of records management functions provided through the Nevada Criminal Justice Information System (NCJIS) and serves as the department's representative in coordinating access to criminal justice and other public safety records information by local, State and federal law enforcement agencies as well as employers, licensing/regulatory boards, governmental agencies, non-profit businesses, volunteer organizations, and other civil entities.

Provide operational and administrative direction for the Nevada Criminal Justice Information System by directing staff in the development and implementation of policy, procedures and quality standards; authorization of equipment purchases; administering federally mandated training and certification of NCJIS users; and effecting compliance audits of users to ensure federal and State regulations governing the system are enforced and to maintain system security and integrity.

Analyze new and proposed legislation at the State and federal levels related to the collection, maintenance, accessibility, retention and quality of criminal justice and public safety records information; draft and submit legislative proposals, amendments and regulations to implement newly enacted statutes; testify before legislative committees and report on legislation in other states and at the federal level.

Manage daily operation of major program areas including the Criminal History Repository, the Brady Point-of-Sale program, the sex offender registry, the Uniform Crime Reporting program, Carrying Concealed Weapons Permit database, missing persons records, program development and compliance, and other programs approved by the legislature; analyze reports, resolve issues, and ensure compliance with applicable laws, regulations and policies at the State and federal levels*.*

Participate in joint applications development for assigned programs; confer with information technology personnel and outside vendors regarding new or expanded records/reporting requirements resulting from legislative action; develop requests and communicate computer system needs to programming and/or network analysts; evaluate bids submitted and determine successful bidder according to established State purchasing regulations and department policy.

Coordinate efforts with data processing personnel to upgrade or enhance programs and systems; develop initial requests and coordinate the design and implementation of new reporting formats, record layouts and system interfaces; maintain current knowledge of technological advances in data transmission, imaging and records management.

Coordinate and implement sharing of criminal history records and data collection with authorized agencies and entities in response to legislative actions, user demands and changes implemented by ancillary criminal justice information systems accessed by the State.

In support of the Division Administrator, *s*erve as the State's Control Terminal Officer to the National Crime Information Center, National Law Enforcement Telecommunications Network, and represent the State to the Western Identification Network and other criminal justice agencies at the federal, State and local levels regarding criminal history system design and integration, implementation and enhancement, user access, training, audit, security and development of enhanced operating policies and procedures; serve as the gubernatorial appointee to SEARCH, a national consortium for criminal justice information and statistics.

Oversee the planning, development, and administration of the budget and revenue sources; develop and implement fee structures and determine appropriate charges and/or cost-sharing for criminal records information and services; develop billing and accounting processes; review and approve expenditures for staffing, program operations, system enhancements and projected legislation; provide justification through research, documentation, or the identification of funding sources; present and defend the budget before the Budget Office and the legislature.

Direct the State's Uniform Crime Reporting Program and oversee the development and publication of comprehensive statistical reports; identification of patterns, trends and projections related to criminal activity in the State; and the preparation of reports and recommendations as requested by the legislature, policy-makers in State agencies such as the Department of Corrections and Division of Parole and Probation, and other criminal justice agencies.

May testify in court and administrative hearings as an expert witness with regard to program activities.

Train, supervise and evaluate the performance of subordinate supervisors and support staff as assigned; establish goals and objectives; develop, implement and revise policy and procedures; plan and develop work programs and work performance standards; assign and review completed work assignments.

Meet and consult with officials at all levels of the criminal justice community, federal, State and local government and private industry to exchange information, develop programs and procedures, resolve problems, promote use of the system, and provide research and technical support.

Research and solicit external funding for bureau activities as appropriate; write grant proposals and ensure compliance with established requirements.

Perform related duties as assigned.

****

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

*   Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, business or public administration, computer science, economics or related field and five years of increasingly responsible professional experience which included two years of managerial experience involving the development of policy and procedures, interpretation and implementation of State and federal laws and regulations, budget preparation and management, program development and implementation, and the use of a major automated information system; **OR** graduation from high school or equivalent education and seven years of increasingly responsible professional experience which included two years of managerial experience involving the development of policy and procedures, interpretation of State and federal laws and regulations, budget preparation and management, program development and implementation, and the use of a major automated information system; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: principles, theories and trends in public or business administration; analysis and problem solving techniques; strategic planning theories and practices; group dynamics and leadership; laws, regulations, policies and requirements related to management of complex programs; basic accounting and budgeting practices.
Ability to: supervise, train and evaluate the performance of subordinate supervisors and staff assigned to the Records Bureau; interpret and communicate federal and State laws and regulations, court decisions, and statutory proposals as applied to maintaining the bureau's operational integrity and compliance;

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
facilitate the exchange of criminal justice records and information at the national, State and local levels; coordinate the design, implementation and modification of automated reporting formats, files and program concepts with data processing staff; communicate effectively both orally and in writing sufficient to develop, revise, prepare and present proposed legislation, regulations, policies and procedures; establish and maintain cooperative working relationships with federal, State and local law enforcement agencies, users, and local and State governmental entities; define complex problems, select the best course of action, assess costs and make recommendations concerning an appropriate resolution; make oral presentations including both planned and extemporaneous individual and group presentations throughout the State and within the department; research, plan, forecast and project crime trends to determine system use, storage capacity and availability to meet current and future requirements and demands.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: departmental rules, regulations, policies, State Administrative Code and State Personnel Administrative Manual; fiscal management including budget preparation and the legislative process; State regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes; system protocols, telecommunications circuitry and data line configurations to assist new and existing users to develop system hook-ups, upgrades and enhancements to receive on-line information from the Nevada Criminal Justice Information System and related networks; design, implementation and utilization of a nationally recognized Automated Fingerprint Identification Systems to network and interface with existing manual and automated fingerprint identification systems for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing and crime scene latent fingerprint case development and identification; departmental goals and objectives relating to the administration of the NCJIS and Criminal History Records Repository to monitor, track and testify on proposed legislative matters concerning criminal justice information and networks.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

<u>11.132</u>

ESTABLISHED:	10/25/85
REVISED:	7/18/86-3
REVISED:	1/19/89R
	12/14/89PC
REVISED:	7/1/91P
	10/19/90PC
REVISED:	11/1/96R
	7/10/98UC
REVISED:	10/14/02PC
REVISED:	10/15/07UC