



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
NCJIS PROGRAM SPECIALIST SUPERVISOR	33	B	11.128
NCJIS PROGRAM SPECIALIST	31	B	11.129
NCJIS PROGRAM SPECIALIST TRAINEE	29	B	11.130

SERIES CONCEPT

In the Records, Communications and Compliance Division of the Department of Public Safety, NCJIS (Nevada Criminal Justice Information System) Program Specialists provide training, conduct on-site compliance audits, provide quality control, and coordinate system access, upgrades, or enhancements for NCJIS users and recipients of the system's criminal justice information to ensure compliance with user agreements, established policies and procedures, federal and State laws, and to maintain the integrity of the system.

Develop, plan, organize, and conduct system audits of all law enforcement, criminal justice, and public safety agencies utilizing NCJIS for the purpose of ensuring awareness and compliance with established policies and procedures as well as federal and State laws; conduct audits of the civil applicant and name check programs; coordinate audits with agency staff and develop detailed audit reports.

Monitor system and develop long range plans in conjunction with established policies and federal and State laws; monitor and review user programs and operations and develop system policies and procedures and various related publications to ensure compliance with federal and State requirements; work with designated agency terminal coordinator by providing training, direction, and assistance in the proper method of systems management and resolution of system problems.

Coordinate system access for approved agencies, including system upgrades or enhancements, ensuring that-access to the system conforms to federal and State regulations and department policies and procedures; interview users and conduct research to identify and document user requirements and changes; coordinate user acceptance testing prior to implementation.

Develop methods and procedures to ensure that agencies entering data and accessing criminal justice information comply with established federal and State guidelines; maintain records and reports and conduct follow-up reviews and audits; investigate findings or reported cases of noncompliance or misuse of confidential information.

Plan, develop, implement, coordinate, and conduct training programs for system users including system use and policies and procedures; develop a training curriculum and course outline, and conduct research regarding related training material, federal and State laws, policies and standards concerning system parameters; prepare training aids, material, and examinations; evaluate training and training materials effectiveness and recommend and/or implement changes in course curriculum.

Respond to agency inquiries and provide assistance regarding system operations, policies and procedures, and applicable laws to maintain compliance; explain provisions and application of laws.

Perform related duties as assigned.

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CLASS CONCEPTS

NCJIS Program Specialist Supervisor: Under general direction, incumbents perform the duties described in the series concept and train, supervise, and evaluate the performance of at least three NCJIS Program Specialists.

NCJIS Program Specialist: Under limited supervision, incumbents perform the duties described in the series concept. Incumbents may serve as a lead-worker as assigned. This is the journey level in the series.

NCJIS Program Specialist Trainee: Under close supervision, incumbents receive training in performing some or all of the duties outlined in the series concept. This is the trainee level in the series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- * NCJIS/NCIC (National Crime Information Center) certification is required within six months of appointment and as a condition of continuing employment.

NCJIS PROGRAM SPECIALIST SUPERVISOR

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in criminal justice, computer science, communications, business, or closely related field and 30 months of professional or technical experience providing training, conducting compliance audits, and providing quality control for a criminal justice information system (CJIS); **OR** graduation from high school or equivalent education and 42 months of professional or technical experience providing training, conducting compliance audits, and providing quality control for a criminal justice information system (CJIS); **OR** 18 months of experience as an NCJIS Program Specialist in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: criminal justice process including, but not limited to, records maintenance; functions of external regulatory agencies; law enforcement terminology and criminal law as applied to proper utilization of a criminal information system; criminal justice information system (CJIS) functionality. **Ability to:** identify noncompliance regarding established policies and procedures and make effective recommendations to resolve problems; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; suggest and assist with technological advancements to the program; evaluate the effectiveness of training programs conducted by subordinates; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Detailed knowledge of: federal and State laws pertaining to the storage and release of criminal history records and criminal justice information; NCJIS functionality. **Ability to:** train, supervise, and evaluate the performance of subordinates.

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MINIMUM QUALIFICATIONS (cont'd)

NCJIS PROGRAM SPECIALIST

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in criminal justice, computer science, communications, business, or closely related field and 12 months of professional or technical experience in one or more of the following areas: developing and conducting training programs; coordinating access to data systems, upgrades, or system enhancements; or establishing system policies and procedures and ensuring compliance with federal and State laws to maintain the integrity of the system; **OR** graduation from high school or equivalent education and 24 months of professional or technical experience in one or more of the following areas: developing and conducting training programs; coordinating access to data systems, upgrades, or system enhancements; or establishing system policies and procedures and ensuring compliance with federal and State laws to maintain the integrity of the system; **OR** 12 months of experience as an NCJIS Program Specialist Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: federal laws pertaining to the storage and release of criminal history records and criminal justice information. **General knowledge of:** law enforcement terminology and criminal law as applied to proper utilization of a criminal information system. **Ability to:** develop and present training programs to large groups; read and interpret federal and State laws, court decisions, and statutory proposals to maintain compliance and disseminate information; evaluate effectiveness of training programs; maintain records and conduct follow-up reviews and audits; set priorities which accurately reflect the importance of job responsibilities; determine certification compliance by comparing course curricula and training records to certification standards; establish and maintain cooperative working relationships with law enforcement, criminal justice, public safety agencies, and others on the federal, State, and local levels; write and submit logical and professional correspondence, reports, and technical documents; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for NCJIS Program Specialist Supervisor.)

NCJIS PROGRAM SPECIALIST TRAINEE

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in criminal justice, computer science, communications, business, or closely related field; **OR** graduation from high school or equivalent education and 12 months of paraprofessional experience (equivalent to an Administrative Assistant III in Nevada State service) which included experience in one or more of the following areas: providing administrative/program support to professional staff and management; coordinating communications between the manager, staff, and program clientele; or researching information from internal and external sources; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: research methods and techniques. **Ability to:** utilize a computer and associated equipment; track and maintain program statistics in spreadsheets and databases; utilize presentation software; communicate effectively both orally and in writing; receive and respond to inquiries involving complex and sensitive issues; interpret, apply, and explain complex laws and regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for NCJIS Program Specialist.)

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 series.

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