



Classification: Senior CJIS Manager - UCR

Title Code: V00965

Pay Range: 30

Immediate Supervisor: Assistant Director, Criminal Justice Information Services Division

Position Supervised: Criminal History Specialist and UCR Trainer/Quality Assurance Auditor

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY:

The individual assigned to this position is responsible for the Missouri Uniform Crime Reporting Program and Incident Based Reporting System (UCR/MIBRS). This is advanced professional, technical, and consultative work that involves developing, organizing, implementing, and directing all activities associated with program administration, including coordination of computer information technology services and activities. This individual develops, coordinates, provides, and oversees statewide training for Uniform Crime Reporting and Incident Based Reporting Systems, including use and support of various computer applications used in collection and submission of data. Additional responsibilities include development and oversight of statewide auditing of agency compliance with UCR/MIBRS policies and data quality standards, the FBI's CJIS security policy, and MULES/NCIC policies and standards.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Administer statewide UCR and MIBRS training, including development of POST certified lesson plans, construction and administration of databases associated with tracking of training provided, supervision of training staff, and development and analysis of training feedback surveys for quality control of training services.

Administer statewide auditing of the Missouri Uniform Law Enforcement System/National Crime Information Center (MULES/NCIC) and UCR/MIBRS, including development of audit tools, construction and administration of databases associated with tracking of audits conducted, supervision of auditing staff, and development and analysis of audit feedback surveys for quality control of auditing services. Report on agency compliance to the Department of Public Safety.

Supervise individuals assigned within the UCR Unit of the Division; train employees and oversee these employees performing training, as well as the collection, tabulation, compilation, analysis, and dissemination of UCR/MIBRS information for statistical studies.

Develops, analyzes and/or coordinates highly complex project specifications such as flowcharts and logic or workflow diagrams, etc. as relates to UCR/MIBRS projects and the Missouri Data Exchange (MoDEX) and its interface to the National Data Exchange (N-DEX).

Acts as project team leader, establishes project schedules, assigns tasks, monitors progress against schedules, and conducts technical review of assigned projects as relates to UCR/MIBRS projects.

Provides support for both internal and external organizational computer systems that span multiple platforms as relates to UCR/MIBRS and serves as a liaison for the organization in the areas of technology or infrastructure development. Provides consultative guidance in specific areas of expertise (access and security policies, UCR/MIBRS, data schemas and specifications).

Effective Date: 04/05/2010

Date Reviewed: 04/05/2010 CJIS

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Provides cost benefit analysis of technology solutions to meet business needs.

Assist in review and revision of requests for proposals and/or bid specifications for hardware and/or software purchases; evaluates bid responses. Assist in vendor conferences as relates to specific areas of expertise during bid process as needed.

Provide technical expertise in computer systems analysis and design, database and/or network administration as relates to relational databases developed and utilized as part of UCR/MIBRS, systems programming, and/or other information technology specialties.

Assist in development of technical and/or budget documentation as relates to grant requests, decision items, preparation of fiscal notes, drafting of state rules and regulations, disaster planning, etc. as needed. Responsible for drafting and publication of the CJIS Newsletter and Crime in Missouri publications.

Develop and evaluate quality control procedures and hardware and/or software standards.

Serves as liaison between reporting agencies, the state repository, and the Federal Bureau of Investigation.

Serves as technical liaison between commercial vendors, reporting agencies, and the state repository.

Instruct state, county, and local law enforcement personnel on state and federal regulations and procedures for reporting data to the state repository.

Performs job-related travel.

Assist the Assistant Director in organizing and planning the annual training conference; coordinates workshops and makes presentations on the latest developments and changes to UCR, MIBRS, MoDEx, and N-DEx, etc.

Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the criminal justice system and law enforcement procedures as they related to CJIS Security Policy and the MULES Policy and Standards manual.

Thorough knowledge of the state and federal laws, rules and regulations pertaining to the collection, storage and dissemination of criminal records.

Thorough knowledge of data collection and statistical analysis and computer programs used in the compilation of statistical data.

Thorough knowledge of the general operating principles and capabilities of computer hardware and software.

Thorough knowledge of the Federal UCR program policies, procedures, rules and regulations.

Considerable knowledge of basic principles and practices of supervisory and management techniques.

Considerable knowledge of the principles of project management.

Considerable knowledge of computer security systems and procedures.

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Considerable knowledge of the CJIS audit program.

Considerable knowledge of the principles of disaster recovery.

Considerable knowledge of the process for writing state rules and regulations.

Considerable knowledge of data processing techniques used by the national UCR program.

Knowledge of decision-making techniques and fundamentals of oral and written communication.

Knowledge of Missouri State Highway Patrol policies, procedures, rules, and regulations.

Knowledge of the procurement process.

Knowledge of the strategic planning process.

Working knowledge of the agency's functions and their interrelationships.

Possess excellent communication skills, both oral and written.

Possess excellent interpersonal skills to deal effectively with various personalities.

Skilled in time management techniques and prioritization.

Ability to analyze, direct and manage the implementation of special projects, assignments and programs.

Ability to prepare and maintain standards, policies, procedures, guidelines, and technical manuals.

Ability to provide training sessions, meetings, and briefings at the request of supported agency personnel, and law enforcement or civic entities in a professional manner.

Ability to make presentations before large groups of people in a professional manner.

Ability to monitor and evaluate the work of others.

Ability to establish and maintain harmonious working relations with others.

Ability to perform job related travel.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to multi-task.

Ability to demonstrate excellent management skills.

Ability to utilize project management tools, such as PERT or Gantt charts.

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Ability to analyze computer program documentation.

Ability to apply expertise in the troubleshooting and resolution of hardware and/or software problems.

Ability to work with commonly used computer software (e.g., Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, Lotus Notes, etc.).

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Four years of professional experience in systems administration, supervision, project management, Uniform Crime Reporting, or other related experience.

Graduate work in computer science, computer information systems, business administration/management, criminal justice administration or closely related areas may be substituted on a year-for-year basis for a maximum of two years of the stated general experience.

AND

Graduation from an accredited four-year college or university required in one of the following fields: business administration/management, criminal justice administration or closely related areas. In addition, at least 15 semester hours in computer science, computer information systems, statistics, research design or other closely related areas would be desirable to effectively perform this job.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid Missouri drivers' license.

Must possess and maintain a MULES Certification.

Graduation from a Police Instructor School or must successfully complete the MSHP Law Enforcement Instructor School within one year of appointment.

Ability to pass a comprehensive background check necessary to have access to criminal record systems.