



Classification: CJIS Program Manager (Criminal History/Sex Offender Registry)
Title Code: V00681
Pay Range: 34

POSITION SUMMARY:

This is advanced professional, technical, and consultative position that serves as the administrator of the Missouri State Computerized Criminal History (CCH) System, the Missouri Sex Offender Registry (SOR) and the Missouri SOR System, to include managing the Criminal Justice Information Services (CJIS) Division's SOR Unit and Criminal History Research (CHR) Unit. Work is focused in administration of technical systems within CJIS, to include coordinating with local, state and federal criminal justice agencies on issues related to criminal history, sex offender registration, and/or applicant background checks. This position works with contracted vendors in supporting changes to any of these critical systems due to policy changes, to include development, testing and implementation. The individual assigned to this position must possess a great deal of initiative and independent judgment in carrying out daily work activities. General direction is received from a superior, but the employee is given wide latitude for using independent judgment and initiative in attaining overall objectives.

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.)

Serves as administrator and project manager for statewide projects, to include the development, testing and implementation of new and/or revised SOR and criminal history programs with national/international implications.

Develops, coordinates, and communicates SOR and CCH related software requirements with contracted vendors, systems programmers and administrators, and Patrol personnel, ensuring that contractual agreements are met, technical specifications are followed, and compliance with CJIS Security Policy is attained.

Represents and/or serves as CJIS' liaison on SOR and CCH related issues to other Patrol components, commercial vendors, criminal justice agencies, the state repository, the general public, and numerous federal agencies, state, county and local law enforcement personnel.

Coordinates with a variety of federal, state, and local criminal justice agencies as well as vendors to ensure that all SOR and CCH interfaces functioning properly.

Oversees and evaluates the SOR and CCH system performance and efficiency relating to both current performance and future anticipated workload requirements by means of testing and utilization of SOR CCH reports.

Develops technical and/or budget documentation as it relates to grant requests, decision items, preparation of fiscal notes, drafting of state rules and regulations, disaster planning, etc. as they relate to SOR and CCH needs, to include requests for proposals and/or bid specifications for hardware and/or software purchases, as well as evaluation of bid responses.

Researches agency programs, policies, objectives, regulations, and operating procedures to determine best practices for SOR and CCH methods of system functionality.

Assists with the organization and planning of annual training conferences and symposiums; coordinates workshops and makes presentations on the latest developments and changes in SOR and CCH related topics.

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Monitors and participates in the Federal Bureau of Investigation (FBI) CJIS Advisory Policy Board (APB) and Compact Council topic papers and decisions related to criminal history topics, as well as attends trainings and conferences, as needed.

Researches, prepares and compiles SOR and CCH related statistical information for various CJIS reports, MSHP reports, Custodian of Records Requests, and requests received from media sources, as well as research and support for audits, surveys and training curriculum.

Develops training and provides instruction to state, county, and local law enforcement personnel on state and federal regulations and procedures for Missouri state SOR and CCH information capture, submission, dissemination, and general standards.

Serves as the SOR and CCH subject matter expert and provides technical advice/assistance/support to state, county, and local law enforcement agencies on, to include researching developments technology and new and/or proposed legislation, as well as ensuring Office of Sex Offender Sentencing, Monitoring, Apprehending compliance in the state of Missouri.

Compiles training/information on SOR and CCH related topics for law enforcement agencies throughout the state via information submitted for publication in the CJIS newsletter, MSHP CJIS Website, CJIS Launchpad, etc.

Coordinates with Patrol Legal Counsel and the Missouri Attorney General's Office on SOR related issues and questions raised by current state law, proposed legislation, registering agencies and general public inquiry.

Serves and participates as a member of the statewide Sex Offender Management Committee to assist in drafting procedural and legislative changes.

Evaluates and provides mentorship to all staff, to include fostering a collaborative culture among those directly supervised, as well as external components.

Conducts formal and informal training of personnel.

Performs job related travel as necessary.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of state and federal laws, rules and regulations pertaining to the collection, storage and dissemination of criminal records, to include criminal history record information and personally identifiable information.

Thorough knoweldge of Missouri's CCH system, the Electronic Biometric Transmission Standards (EBTS), the National Crime Information Center (NCIC) manual, Missouri's SOR system, CJIS Security Policy, and the Missouri state contract and procurement process

Comprehensive knowledge of General Accepted Accounting Principles (GAAP) and methods, as well as the conceptual and applied practices of governmental accounting, to include state and federal laws, rules and regulations governing the expenditure and reporting of state funds.

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Considerable knowledge of the principles of project management, the procurement process and the strategic planning process.

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

Working knowledge of modern office practices and procedures.

Working knowledge of the agency's functions and their inter-relationships, to include MSHP's policies, procedures, rules and regulations.

Knowledge of the flow of cases through the criminal justice system, to include the operation of local and state court systems.

Must possess excellent communication skills, both oral and written.

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills to deal effectively with various personalities.

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 analyze and interpret monthly statistics, to include developing new and improved methods and techniques in response to CJIS data.

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 work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others, to include the monitoring and evaluation of others.

Ability to work independently in an organized, efficient manner and exercise judgement and discretion.

Ability to demonstrate excellent management skills.

Ability to provide technical assistance and guidance in work methods and program procedures.

Ability to operate basic office equipment as detailed in the description of duties.

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

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

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

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Ability to perform job related travel.

Ability to work hours as assigned.

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.)

Possess a Bachelor's degree from an accredited college or university and three years experience in the field of criminal justice, criminal record systems, latent prints, etc.

NECESSARY SPECIAL REQUIREMENTS:

Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain MULES Certification.

Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain Livescan Certification.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Must attend and successfully pass Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Exempt

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