



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: POLICE SYSTEMS SUPERVISOR I - II

DEFINITION: Under direction, coordinates and supervises units the Systems Section of the Police Records Division.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Supervises one or more units in the Systems Section, assists the Police System Supervisor II, and acts in his/her absence.

Grade Level II- Coordinates and supervises the Systems Section and assists the Division Head.

EXAMPLES OF DUTIES:

- Interviews, trains, assigns, supervises, and evaluates personnel assigned to Section;
- Recommends programs, policies and procedures relating to the Police Department's computerized systems and the processing of warrants;
- Develops and maintains technical manuals which meet various standards required by City, County, State, and Federal laws and regulations;
- Assists in the development and design of computerized formats;
- Trains department personnel in the operation of the Public Safety Information System and National Crime Information Center computerized systems;
- Coordinates and supervises the preparation and distribution of statistical reports and ensures such reports are in compliance with State and Federal requirements;
- Supervises the audit of systems required by State and Federal laws;
- Prepares and monitors budget for Section and may assist with the preparation of the Division's budget;
- Maintains skills necessary to operated both the NCIC and PSIS systems;
- Prepares and coordinates work schedules for Section;
- Maintains records and prepares reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Open to Classified employees who have: 1) two or more years of recent experience in the Statistical, Teletype or Warrants Units in the Systems Section of the Police Records Division; 2) the ability to effectively supervise others; 3) a thorough knowledge of the laws governing police records maintenance; 4) the willingness to work a five day or four day work week, nights, weekends, split shifts, and overtime as required; and 5) a valid motor vehicle operator license.

HISTORY:

Approval/Adoption Dates: 08/31/83 - Human Resources Department