

City of San José
CLASS SPECIFICATION

Title: Supervising Police Data Specialist (8026)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Division Manager	Non-exempt

CLASS SUMMARY

Under direction, performs work of considerable difficulty in supervising and directing employees assigned to the Operations Support Services Division (O.S.S.D.) on an assigned shift or specialized area; coordinates the recruitment, hiring, and training of new personnel; researches and implements changes to operational policies and procedures; and controls the release of information. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class has full supervisory responsibility of records operations on an assigned shift or for a specialized area, including training. This class differs from Senior Police Data Specialist in that incumbents of that class operate in a supervisory capacity over a segment of the records operation on a shift or in a specialized assignment.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Successful completion of high school or equivalent such as General Education Diploma (GED) or California Proficiency Certificate AND two (2) years of lead experience leading and performing specialized law enforcement technical work utilizing automated law enforcement data systems.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, law enforcement telecommunications systems, programs, and equipment, policies, laws, and methods of O.S.S.D Records, procedures governing the release of information and the California Public Records Act, and Citywide and departmental procedures/policies and federal and state rules and regulations.

Building Trust - Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments and behaves in an appropriate manner.

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Change Management - Demonstrates support for innovation and for organizational changes needed to improve the organization's effectiveness; facilitates the implementation and acceptance of change within the workplace.

Communication Skills - Communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

Conflict Management - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.

Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Problem Solving- Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Laws, policies, and procedures governing the release of information and the California Public Records Act.

Ability to:

- Prepare reports, program plans, and analyses as assigned.
- Prepare and revise policy and procedure manuals directly related to O.S.S.D.
- Successfully complete the following courses: POST (Peace Officer Standards and Training) Records Course, POST Records Supervisory Course, Public Records Act Training, and the DOJ (Department of Justice) Train the Trainer Course.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Direct the day to day activities of all personnel, programs, and facilities on an assigned shift or specialized area in the O.S.S.D. records section. May perform work of a similar nature to those employees supervised.	Continuous
2.	Direct the activities of all O.S.S.D. training needs and prepare reports and records of training activities.	Continuous
3.	Directly supervise, establish goals, and evaluate the performance of Senior Police Data Specialists and additional civilian support positions.	Frequent
4.	Prepare work schedules, assign personnel, and authorize overtime which may lead to administering callbacks	Occasional
5.	Prepare reports and documentation of shift activities.	Frequent
6.	Resolve operational and personnel conflicts and administer discipline.	As required
7.	Coordinate the in-house training on law enforcement telecommunications systems and information for other departmental employees, including sworn officers.	As required
8.	Represent the department on Records Committee and related committees.	As required
9.	Perform other duties of a similar nature or level.	As required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 03/97, Rev. 02/16; 8026s001</i>
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