

EDITED TASK LISTING

CLASSIFICATION: SUPERVISING PROGRAM TECHNICIAN III

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1	Responsible for ensuring 24 hour a day staff coverage in Unit to provide service to law enforcement agencies, the Department and the public utilizing automated systems (e.g., Offender Based Information System (OBIS), Law Enforcement Automated Data System (LEADS), California Law Enforcement Telecommunication System (CLETS), National Crime Information Center (NCIC), Distributed Data Processing System (DDPS), Cal Parole, and Revocation Scheduling and Tracking System (RSTS), Departmental Operations Manual (DOM), Penal Code, Title 15, knowledge, telephone, and scheduling as required.
2	Supervise staff to produce work utilizing Departmental Operations Manual (DOM), Penal Code, Title 15 knowledge, desk manuals, training classes, as required.
3	Monitor staff work assignments, vacations, and sick leave usage to ensure coverage utilizing knowledge, vacation and sick leave requests, documentation, and schedules as needed.
4	Prepare performance evaluations, counseling memorandums, and progressive discipline documentation for staff utilizing communication skills, bargaining unit contracts, laws and regulations, as required.
5	Ensure each employee receives training pertaining to specific laws, rules and office policies and procedures through on-the-job training and/or outside sources to produce trained/knowledgeable staff as needed.
6	Respond to the most difficult and complex issues (e.g., Warrants, database system failures, etc.) to ensure compliance with departmental policies, State and Federal mandates utilizing knowledge, telephone, office manuals, and computer systems, as needed.
7	Retrieve information from various database computer systems and policy memorandums to provide responses to various entities utilizing computer systems, Penal Code, Title 15, and DOJ as needed/requested.
8	Interpret and apply laws, rules, regulations, policies, and terminology unique to the California Department of Corrections and Rehabilitation (CDCR), Department of Justice (DOJ), and the law enforcement field to ensure compliance utilizing knowledge, law, rules, policies, and procedures, as needed.
9	Function as the subject matter expert to departmental staff, and law enforcement agencies to ensure compliance and provide guidance utilizing knowledge, office manuals, rules and regulations, as needed.
10	Act as a consultant/liaison between law enforcement agencies, California Department of Corrections and Rehabilitation (CDCR) Divisions to resolve issues regarding inmates/parolees utilizing knowledge, interpersonal skills, office manuals, laws, rules, computer systems, policies and procedures, as needed/required.
11	Ensure the Unit meets all work commitments on a timely basis utilizing knowledge, office manuals, computer data bases and supervisory skills, as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

Task Statements-SPTIII

EDITED TASK LISTING

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Task Statements	
12	Maintain the integrity of the CA Law Enforcement Telecommunications System (CLETS) and Offender Based Information System (OBIS) systems to be in compliance with mandated rules and regulations utilizing knowledge, manuals and computer data bases, as mandated.
13	Conduct training for staff to ensure compliance with State and Federal regulations utilizing knowledge, training materials, and communication skills as required for CLETS and the National Crime Information Center (NCIC) by Department of Justice (DOJ), as needed.
14	Keep abreast of new rules and regulations regarding Law Enforcement Automated Data System (LEADS), Distributed Data Processing System (DDPS), CLETS, CalParole, Revocation Scheduling and Tracking System (RSTS) and OBIS to inform staff and ensure compliance utilizing knowledge and informational meetings, as required.
15	Develop office procedures to implement new rules and regulations utilizing knowledge, manuals, written directives, and meetings, as required.
16	Participate in the hiring process in order to fill identified vacant position(s) utilizing interpersonal communication skills and various departmental forms in accordance with departmental hiring policies and procedures, and SPB laws and rules as needed.
17	Monitor employee issues contributing to a hostile work environment (e.g., inability to work with others), and to maintain compliance with Equal Employment Opportunity (EEO) policy, DOM, and other personnel requirements, using bargaining unit contracts, DOM, EEO/sexual harassment laws and rules, and Title 15, as needed.
18	Develop correspondence, justifications and memorandums in order to communicate utilizing professional knowledge and experience, laws, rules, regulations, and departmental policies and procedures as needed.
19	Review policies and procedures and resource materials in order to effectively train and direct staff in the performance of their duties utilizing professional knowledge and experience as directed by management.

Tasks highlighted in bold text are not currently on the SPB classification specification

Task Statements-SPTIII

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CLASSIFICATION: **SUPERVISING PROGRAM TECHNICIAN III**

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Task Statements	
20	Establish, promote, and maintain confident and cooperative working relationships with all departmental staff, State agencies, and private organizations in order to meet the Department's goals and objectives, promote communication/participation, enhance morale and productivity utilizing interpersonal communication skills and professional knowledge and experience on an ongoing basis.
21	Train employees on the use of CDCR computer database systems (Offender Base Information Systems (OBIS), CalParole, Correctional Offender Management Profiling for Alternative Sanctions (COMPASS), Parolee Automated Cash Assistance On-line Tracking System (PACATS), Business Information Systems (BIS), CDCR Intranet Inmate Locator, California Law Enforcement Telecommunication System (CLETS), Datamaxx for processing parole holds and releases, Revocation Scheduling Tracking Systems (RSTS)), to process assigned tasks, utilizing communication skills, knowledge, available resources, as required.
22	Address and resolve staff issues in order for the office to run smoothly using effective communication skills and tact, knowledge of departmental policy and procedures, training, corrective action, and monitoring staff as needed.
23	Address staff shift and coverage needs in order to effectively run the office using communication skills and tact, bargaining unit agreements, laws, rules and regulations on an as needed basis
24	Initiate and participate in the progressive discipline process in order to improve employee performance or address issues of substandard performance utilizing Bargaining Unit agreements, basic supervision skills, interpersonal communication skills, SPB laws and rules, and departmental policies and procedures as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

Task Statements-SPTIII