



**Classification:** Senior CJIS Manager - AFIS

**Title Code:** V00965

**Pay Range:** 30

### **POSITION SUMMARY:**

The Senior CJIS Manager is responsible for the administration of the statewide Automated Fingerprint Identification System (AFIS). This position serves as a liaison with law enforcement agencies and is responsible for the training of all fingerprint and palmprint identification specialists utilizing the state system. The Senior CJIS Manager works directly with Staff to develop, maintain, and plan for future growth of the biometric identification methods. Responsibilities include working with the vendors for AFIS, MorphoTrak and L1 Identity Solutions, to ensure contractual issues with equipment upgrades and maintenance are followed. The individual assigned to this position must possess a great deal of initiative and independent judgment in carrying out daily work activities. Nine law enforcement agencies have remote AFIS workstations off the state system. This Senior CJIS Manager works directly with these remotes to ensure user agreements are understood and agencies are following state policies and procedures on identification methods. Responsibilities also include assisting in the development and planning of all interfaces dealing with AFIS, including interfaces with Criminal History and Content Manager archiving system. This position has four Fingerprint Technician Supervisors directly reporting to them. This is advanced professional, technical, and consultative work that involves developing, organizing, implementing, and directing all activities associated with biometric administration, including coordination of computer information technology services and activities.

### **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.)

Directs or assists with management aspects of policy development, program planning and coordination, and the evaluation and implementation of policy and/or organizational changes and new programs.

Provides technical advice and assistance to criminal justice agencies, government entities, businesses, and the general public regarding criminal justice information services.

Represents and/or serves as liaison for Criminal Justice Information Services; facilitates projects and activities with federal, state, local, and community agencies.

Participates and serves as Project Manager in the development, implementation or interpretation of new or revised programs, departmental or legislative initiatives.

Monitors personnel issues and provides guidance to supervisors on motivation and training of employees.

Works closely with CJIS Managers to ensure consistency throughout the division on adhering to Patrol policies and procedures.

Selects, trains, supervises, and evaluates staff.

Facilitates and participates in conferences, training sessions, and meetings as needed.

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Serves as AFIS Administrator by monitoring, reviewing, and reporting on system functionality to ensure biometric transmissions are processed accurately and information is disseminated to the criminal history system and archiving system in a timely manner.

Directly supervises four Fingerprint Technician Supervisors and indirectly supervises the twenty-three individuals assigned to them on training, evaluation, personnel issues, etc.

Serves as chairperson for the statewide AFIS Users' Group, setting up meetings, agenda, speakers, etc. Attend National MorphoTrak Users' Group meeting annually, reporting back to Missouri Users' Group members on issues.

Runs reports, calculates, and prepares spreadsheets for all remote agencies and Patrol staff. Prepares monthly billing reports for all agencies submitting criminal background checks. Synchronizes monthly billing reports for L1 Identity Solutions for the statewide MOAPS system.

Provides consultative or technical support to agency personnel regarding the planning, scheduling, and delivery of livescan devices and AFIS workstations. Serves as Site Administrator for Patrol livescans.

Develops lesson plans and training materials associated with AFIS Certification training, coordinates all state user training programs, monitors and recertifies individuals as necessary.

Works with staff in the development of short and long range AFIS planning, participates in policy development and implementation, evaluates impact of policy changes on AFIS environment.

Coordinates latent policy and procedures with Patrol Crime Lab to ensure ASCLD recommendations are followed. Monitors and reviews latent work to ensure accuracy. Reviews agency reports and establishes Standard Operating Procedure manual for biometric submissions.

Analyzes problem areas in workflow and assists in developing plans to improve customer service to the law enforcement community and public background check requests.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the criminal justice system and law enforcement procedures as they relate to CJIS Security Policy, MULES Policy, and EBTS specifications.

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

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

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

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

Considerable knowledge of the principles of project management.

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Knowledge of the procurement process.

Knowledge of the strategic planning process.

Working knowledge of the agency's functions and their inter-relationships.

Thorough knowledge of AFIS functionality, fingerprint classifications, and comparison techniques.

Thorough knowledge of Electronic Biometric Transmissions Standard (EBTS)

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 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 perform job related travel.

Ability to multi-task.

Ability to demonstrate excellent management skills.

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

Ability to compare two fingerprint images to determine if prints are a positive match.

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.).

Ability to work hours as assigned.

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**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.)

Graduation from an accredited college or university with a Bachelors Degree in Criminal Justice, Business Administration, or a closely related field.

AND

Must possess at least six years work experience in the criminal justice field with a minimum of four years experience specifically related to the collection, storage, and dissemination of criminal history information, with emphasis on electronic fingerprint capture, search and identification.

**NECESSARY SPECIAL REQUIREMENTS:** Successfully complete the Patrol's supervision course within one year of appointment as a Senior CJIS Manager.

**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.