BCI INFORMATION SERVICES MANAGER
GRADE N

SCOPE OF WORK:

Work involves management of the Information Services Section within the Bureau of Criminal Investigation (BCI).

DUTIES PERFORMED:

- Manage operations of the state repository for criminal history record information, the Automated Fingerprint Identification System (AFIS), Central Warrant Information System (CWIS), Protection Orders System, North Dakota Automated Fingerprint Identification System (AFIS), and fingerprint identification and comparison.
- Manage the operations of the Concealed Weapons Permit & the Uniform Crime Reporting/Incident Based Reporting programs.
- Statistical analysis center/research and statistical functions.
- Supervise analysis of statistical data and publications of statistical reports.
- Supervise, direct, evaluate, and train staff; maintain workload statistics.
- Provide consultation to public and private organizations regarding accessing criminal history record information; work with state and federal agencies.
- Develop operating policies and procedures to ensure compliance with state and federal laws.
- Manage, maintain, and design improvements to the North Dakota computerized criminal history records system, Fingerprint Image Transmission System (FITS), Concealed Weapons Permit System (CWP), Protection Orders System, and the Central Warrant Information System (CWIS).
- Assist in the preparation of budget; monitor and manage budget; prepare grant proposals; research funding sources; and approve purchases of forms, supplies, and equipment.
- Represent the state at various meetings.
- Provide information and testimony to legislature.

> NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in information management, business or public administration, computer science, criminal justice, statistics, or a closely related field and six years of work experience in criminal justice program evaluation, research, and

information systems development. Three years of the experience requirement must be at management level.

Eff. Date: 02/92
Rev: 07/97 - Rewritten in current format
Rev: 07/06 – Updated duties
Rev: 07/12 – Conversion to Hay System