



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5222

UNIFORM CRIME REPORTING PROGRAM MANAGER

GRADE L

SCOPE OF WORK:

Work involves management of the State Uniform Crime Reporting/Incident-Based Reporting (UCR/IBR) Program and overseeing the data collection, processing, report preparation, publishing, and distribution of crime statistics for the state of North Dakota.

DUTIES PERFORMED:

- Direct the design, development, implementation, maintenance, and modification of a statewide criminal justice automated information system; collaborate with local law enforcement agencies and vendors in developing and testing UCR/IBR software.
- Provide law enforcement agencies with the resources to collect, validate, and transmit UCR/IBR data, including software, reporting forms, manuals, technical assistance, etc.
- Function as point-of-contact for the Federal Bureau of Investigation (FBI) in providing crime data for inclusion in the national database and publications; respond to FBI queries for clarification on data; collaborate with FBI personnel in resolving data problems and discrepancies.
- Develop curriculum and conduct training of licensed peace officer candidates and refresher training at local law enforcement agencies on the use of incident reporting software and forms.
- Review data and reports to identify and resolve data reporting problems.
- Provide interpretation of national UCR/IBR program guidelines; develop and implement modifications to guidelines based on specific state requirements.
- Produce, publish, and distribute reports on crime and arrest information.
- Respond to requests for information from citizens, staff, legislators, law enforcement agencies, the media, researchers, and state, federal, and local agencies.
- Prepare grant applications and submit reports as required.
- Participate in planning activities for a statewide integrated criminal justice system information-sharing strategy and implementation.
- Oversee staff performing data collection, data entry, verification, and other administrative support duties.

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 with a major in business or public administration, statistics, economics, mathematics, sociology, criminal justice, computer science, finance, accounting, or a related field; and three years of professional-level work experience that demonstrates knowledge of research methodologies and techniques and the ability to perform program management; statistical data collection, analysis, and presentation; and development and presentation of training programs. A master's degree in one of the above fields may substitute for one year of the work experience requirement. Must obtain and maintain certification as a law enforcement trainer per Peace Officer Standards and Training Board requirements.

Eff. Date: 01/02

Rev: 07/12 – Conversion to Hay System