

STATE OF NEBRASKA CLASS SPECIFICATION  
STATE PATROL CRIMINAL IDENTIFICATION  
DIVISION DIRECTOR

EST: 07/15 - REV: 00/00  
CLASS CODE: V02190

**DESCRIPTION:** Under administrative direction, plans and coordinates the Nebraska State Patrol (NSP) criminal identification, reporting, and records management program operations and manages and supervises managerial and other assigned staff. Directs the collection and dissemination of criminal data, records, and reports and provision of program and informational/instructional services to law enforcement and other criminal justice organizations within the state and nation-wide. Oversees various electronic and administrative systems to support these operations; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single position job class restricted in use to the Nebraska State Patrol. The position serves as the principal civilian director of the criminal information division operations and assigned managers, supervisors, and staff engaged in a variety of specialized law enforcement/criminal justice information services and records management operations.

This work, though similar to other research and information services administrator job classes, is focused on law enforcement goals, needs, and activities. The position's predominant work is administrative and managerial including supervision directly and indirectly of multiple program managers and supervisors.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, directs, and coordinates the staff and operational activities of the Nebraska State Patrol Criminal Information Division (CID), and associated sections and programs to attain goals and adhere to policies and standards.

Supervises CID section managers, including recommending and implementing hiring, promotional, and disciplinary, work assignment and review, training, and performance evaluation actions.

Prepares and administers CID annual budget, to include research, analysis, and evaluation of pertinent information, development of substantive conclusions and projections that impact CID programs and resources; prepares or reviews grant proposals for NSP or from other organizations.

Evaluates the interrelationships of specialized law enforcement-criminal justice systems; participates in multi – jurisdictional studies.

Manages statewide and regional programs that serve multiple customer groups; interprets and applies laws and regulations regarding the management and retention of confidential information.

Oversees, through assigned supervisory staff, the daily, training, and compliance review operations relative to the Automated Fingerprint Information System (AFIS) and other criminal history systems, and program functions such as background checks, state criminal history records repository, missing persons, Uniform Crime Reporting, and sex offender registry.

Represents the CID and State Patrol at national State Information Bureau (SIB) related conferences, including SEARCH and Morpho Track activities.

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Serves as the State Identification Bureau subject matter expert in issues relating to the roles and functions of the Nebraska State Patrol CID; provides relevant information in support of the NSP initiatives to senior command staff, and may testify before the legislature regarding the agency's roles, responsibilities, and technical issues in support of the CID mission.

Oversees State Patrol Conceal Carry Weapons (CCW) permit operations to ensure compliance with State law, minimum standards, and requirements; testifies at CCW denial appeals and associated hearings.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the functional goals and relationships of and operational needs of law enforcement agencies and criminal justice organizations; sources of aggregate crime statistics and individual case oriented information; general record keeping systems and procedures; specific law enforcement information procedures and policies; State and national information retention and dissemination systems and programs, and regulations and standards; attributes and constraints of automated systems and record keeping protocols; State Patrol administrative and financial processes and policies; administrative management principles and operational-project planning practices; principles and methods of supervision and current personnel rules and labor-management agreements.

Skill in: developing and using automated systems to collect and process criminal justice data-information; facilitating work teams and task forces.

Ability to: communicate with all levels of law enforcement, technical information and identification services staff, and members of the public; advise senior management on the automation of record keeping activities and databases, and the integration of automated systems and manual collection-retention practices; write and evaluate reports and correspondence, and operational proposals, policies, and procedures; formulate and implement information and records administration goals and plans; supervise assigned and other agency staff and evaluate and identify their performance development and training needs.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Five years of experience in managing an agency or operation, including supervision of assigned staff, engaged in collection, retention, and distribution of information and records to other organizations or members of the public, and a Bachelor's degree in criminal justice, business or public administration, information services, records management, or project management. Equivalent combinations of education and experience in the areas described above may substitute for the required qualifications on a year-or-year basis.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).