

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND RECORDS ADMINISTRATOR

DEFINITION:

Under direction, to administer, through subordinate supervisors, the functions of the centralized Police Department property and records section; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises and reviews the diverse functions within the San Diego Police Department property and records section;
- Reviews, evaluates and makes recommendation on policies, procedures and legislation impacting Police Department records retention and release practices, CAL-ID criminal history and fingerprint identification services, the receipt, storage and disposal of evidence and impounded items, and the issuance and tracking of department weapons;
- Formulates and administers Section operational policies;
- Consults with law enforcement, legal and technical personnel to assess or resolve sensitive, complex legal or procedural questions regarding section operations and issues;
- Meets with the public regarding cases requiring considerable subject matter knowledge or involving critical public relations issues;
- Reviews and evaluates the policies and practices of the Records Section to ensure their accuracy, appropriateness, and efficacy;
- Selects, trains and rates the work performance of subordinates;
- Resolves personnel and disciplinary problems; makes preliminary budget recommendations administers the section budget;
- Prepares administrative, operational and statistical reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of supervisory experience over an automated and central Police Records Unit, which includes two years as a second level supervisor.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.