

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SEX OFFENDER REGISTRATION UNIT SUPERVISOR

POSITION CODE: 40700
Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, plans, organizes and supervises the work of professional and support staff which provide intelligence and analytical services to the Illinois State Police (ISP) and other law enforcement agencies regarding sexual offenses; manages overall activates and establishes operational controls to ensure timely and accurate intelligence and analytical services; establishes unit strategies and assignments in support of the strategic planning process; develops a comprehensive training plan and instructs staff; develops resource and budgetary requirements for the unit; effectively implements allocated resources in support of unit objectives; travels as necessary to meet the operational needs of the agency; serves as full-line supervisor.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as full-line supervisor; assigns and reviews work, provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
2. Manages daily activities of the unit which includes liaison with outside agencies involved in the program; develops, implements, and maintains directives and procedures relating to sex offender registration, sex offender community notification, murder and violent offender against youth community notification; monitors whether legislative mandates are achieved; establishes training procedures and materials and instructs staff on policies and procedures.
3. Evaluates and verifies that sex offender information available to the public is accurate and accessible; establishes procedures for timely processing of queries and tips regarding non-compliant sex offenders. evaluates information contained in the Law Enforcement Agencies Data System (LEADS) caution file to monitor data quality; identifies potential problem areas and recommends resolutions.
4. Monitors legislative mandates and changes for ISP compliance with the Sex Offender Registration Act and Violent Offender Against Youth Registration Act; acts as liaison with ISP Governmental Affairs, state officials, and other state, local, and federal authorities regarding legislation, policy issues, and training.

SEX OFFENDER REGISTRATION UNIT SUPERVISOR (continued)

5. Assists with the preparation of proposals for and implementation of any grants which are received and maintains records to adequately report on the status of the grants; develops and evaluates budgetary and resource requirements for the unit
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in law enforcement, criminal justice or a related field.

Requires three years professional administrative experience in law enforcement or criminal justice.

Knowledges, Skills and Abilities

Requires thorough knowledge of state, federal, and local criminal laws and regulations as they relate to managing a criminal intelligence unit.

Requires thorough knowledge of the rules of evidence in criminal law.

Requires thorough knowledge of the modern methods and procedures of criminal intelligence research, investigation and analysis.

Requires extensive knowledge of computers as utilized in criminal investigation analysis.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires ability to communicate clearly, concisely, and logically, both orally and in writing.

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

Requires possession of an appropriate valid driver's license or the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.