



City of Culver City
Police Records Manager

SALARY	\$120,655.08 - \$147,272.32 Annually	LOCATION	CA 90232, CA
JOB TYPE	Full-Time	JOB NUMBER	00764
DEPARTMENT	Police	DIVISION	Operating Bureaus
OPENING DATE	10/07/2024	CLOSING DATE	10/18/2024 5:00 PM Pacific

THE CITY

Culver City is a Charter City incorporated in 1917 and is a destination filled with outdoor cafes, unique shops, and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$325 million. The City provides a full range of municipal services including Fire, Police, Housing and Human Services, Public Works, Parks, Recreation, and Community Services (PRCS), and Transportation.

THE POSITION

Police Records Manager

Essential Job Duties

The following tasks are essential for this position. Incumbents in this classification may not perform all tasks or may perform similar related tasks not listed here.

1. Plan, organize, coordinate, and supervise clerical operations of the Records Unit including data entry, maintenance, retrieval, purging, sealing, document imaging, and storage of police records and reports such as crime, arrest, and accident reports.
2. Train staff on proper systems, policies, and procedures to ensure compliance with new and existing laws, court decisions, rules, and regulations relating to the use and confidentiality of police reports and other documents.
3. Assign, schedule, and monitor work and evaluate employees; assist in hiring, training, assigning, reviewing, and evaluating the work of assigned staff; initiate corrective and/or disciplinary action; make effective recommendations regarding hiring, promotion, and transfer opportunities.
4. Compile, verify, and/or direct the preparation of statistical information/reports generated from computerized systems.
5. Conduct research and complete staff reports and other government reports.
6. Establish formal mechanisms to systematically evaluate requests for department records, peace officer information and ensure compliance with the California Public Records Act, SB 1421, and AB 748.
7. Designated as the Department's Custodian of Records, approving the release or inspection of police reports and monitoring the fee collections by the unit.
8. Implement and enforce records, policies and procedures as mandated by law, the Department of Justice, or other guidelines.
9. Manage the court liaison function of the Department.
10. Conduct audits on various computer systems for internal and external purposes.
11. Operate specialized automated law enforcement information systems, including public safety information systems, to access and maintain data, including the Records Management System (RMS), Computer-Aided Dispatch (CAD), State

- and County databases, licensing and permit databases, Livescan, photo databases, and others as required.
12. Respond to complex and difficult requests, including Public Records Act requests.
 13. Assist with the preparation and administration of the department's budget and others as assigned.
 14. Attend functions as the Department representative at various committee and organizational meetings and conferences.
 15. Performs other duties as assigned.

Minimum Requirements

Education

A Bachelor's degree from an accredited college or university, preferably in Criminal Justice, Business, or Public Administration, or a related field.

AND

Experience

Three (3) years of supervisory or administrative work experience in a law enforcement records unit or related records division.

OR

Opportunities for Substitution of Education or Experience

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

License and Certificate

- Possession of California Law Enforcement Telecommunications System (CLETS) certification.
- Possession of, or ability to obtain within six (6) months of appointment, National Crime Information Center (NCIC) certificate.
- Completion of, within one (1) year of appointment, POST Records Supervisor and Public Records Act courses.
- Possession of a valid California Class C driver's license is required, if assigned to drive.

EXAMINATION PROCEDURES

Oral Appraisal Interview (weighted at 100%): To evaluate training, experience, and personal qualifications.

ADDITIONAL INFORMATION

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment: Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the

Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions).

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Agency

City of Culver City

Address

9770 Culver Blvd.

Culver City, California, 90232

Phone

Main Line 310-253-5640

Website

<http://www.culvercity.org/jobs>