

EDITED TASK LISTING

CLASSIFICATION: PROGRAM TECHNICIAN III

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Review detailed technical data retrieved from various database systems [e.g., Integrated California Law Enforcement Telecommunications System (ICLETS), Strategic Offender Management System (SOMS), Parole Violation Disposition Tracking System (PVDTS), OMNIXX, and Adult Parole Offender Management System (APOMS), etc.] in order to communicate information accurately utilizing effective written and verbal communication, on a daily basis.
2.	Process detailed technical data retrieved from various database systems (e.g., ICLETS, SOMS, PVDTS, OMNIXX, APOMS, etc.) in order to communicate information accurately utilizing effective written and verbal communication, on a daily basis.
3.	Communicate to internal and external agencies/Departments to provide confidential and detailed information and resolve problems utilizing Departmental Regulations and State/Federal laws, telephones and emails on a daily basis.
4.	Research warrant related documents and notifications to provide essential information regarding parolee(s) utilizing SOMS, PVDTS and systems in accordance with DAPO.
5.	Prepare confidential documents for data entry and distribution to internal and external agencies/departments utilizing ICLETS and OMNIXX telecommunication systems and electronic systems as directed by departmental regulations and State/Federal laws.
6.	Maintain confidential documents and records to ensure compliance with state/federal mandates utilizing SOMS and ICLETS systems as required by departmental policies/procedures.
7.	Assist in ongoing training for newly hired staff to provide information/instruction, ensure compliance with California Department of Corrections and Rehabilitation (CDCR) policies/standardization and promote staff independence utilizing various resources (e.g., Departmental Operations Manual (DOM), California Code of Regulations, SOMS, ICLETS, PVDTS, OMNIXX, APOMS and communication skills, etc.).
8.	Operate office equipment (e.g., fax, personal computer, scanner, telecommunications terminals, etc.) to complete assignments utilizing reference materials according to departmental guidelines on a daily basis.
9.	Modify warrant records in the Criminal Justice Information System (CJIS), National Crime Information Center (NCIC), Wanted Persons System (WPS) systems to add/update information by utilizing ICLETS in accordance with DOJ.
10.	Cancel out of state warrant records in the CJIS, NCIC and WPS to add/update information by utilizing ICLETS and SOMS in accordance with the DOJ and DAPO.
11.	Send administrative messages through ICLETS and NCIC to law enforcement agencies to apprehend subjects, place holds/releases and confirm wanted persons utilizing the telecommunications system as instructed by the Division of Adult Parole Operations (DAPO) and Division of Adult Institutions (DAI).
12.	Run criminal history and warrant checks to verify records and process law enforcement inquiries utilizing ICLETS, SOMS and OMNIXX systems in accordance with DAPO.

Tasks highlighted in bold text are not currently on the SPB classification specification

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13.	Provide law enforcement official firearms authorization (LEOFA) to ensure safety provisions and policies/procedures are followed as required by DOJ utilizing ICLETS.
14.	Interpret and apply laws, regulations and policies to ensure the accuracy of the Wanted Persons System (WPS) utilizing ICLETS and OMNIXX systems as required by DOJ.
15.	Act as liaison between internal and external agencies/Departments to verify and/or provide information regarding inmates/parolees utilizing APOMS and SOMS systems as required by DAPO.
16.	Assist supervisor with assignments to ensure operational needs are implemented in accordance with Divisional policy and procedures utilizing systems as needed.
17.	Act in a lead capacity during the absence of the manager to ensure effective unit operations and maintain communication with management staff utilizing departmental guidelines as needed.
18.	Conduct preliminary cross reference checks to ensure accuracy of all source documents originating from the California Superior Court utilized in the processing of warrants in accordance with Assembly Bill 109 on a daily basis.
19.	Process incoming court issued warrants to ensure public safety utilizing ICLETS, SOMS and All Points Global Positioning System (APGPS) systems in accordance with California State Laws on a daily basis.
20.	Process requests from statewide institutions/facilities regarding All Points Bulletins (APBs) and early releases to ensure public safety utilizing ICLETS and SOMS systems per request by Correctional Case Records Services.
21.	Conduct necessary follow-up with internal and external agencies to verify accuracy of information utilizing SOMS, PVDTS, APOMS and ICLETS systems in accordance with DAPO on a daily basis.
22.	Communicate time sensitive confidential documents to internal and external agencies/departments ensuring compliance with departmental regulations utilizing Outlook and SOMS systems on a daily basis.
23.	Serve as a Subject Matter Expert (SME) for divisional representation utilizing tenure experience outlining unit functions under the direction of the Unit Manager.
24.	Finalize source documents for internal/external audits to ensure compliance with departmental regulations utilizing SOMS, ICLETS and PVDTS systems on a daily basis.
25.	Assist the unit manager with the daily functions of the unit to ensure compliance with DOJ regulations, state/federal agencies and court mandates utilizing SOMS, APOMS, PVDTS and ICLETS systems.
26.	Edit statistical data and source documents in order to finalize and update records utilizing written communication, SOMS and ICLET systems in accordance with DOJ.
27.	Review Department of Justice (DOJ) validation/purge listing reports in order to process and communicate finalized documents utilizing SOMS and ICLETS systems in accordance with state/federal laws.

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