

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

9/15/2026

2. Department

Department of Justice

3. Organizational Placement (Division/Branch/Office Name)

California Justice Information Services (CJIS) Division, Executive Office

4. CEA Position Title

Program Assistant Chief, CJIS Division

5. Summary of proposed position description and how it relates to the program's mission or purpose.
(2-3 sentences)

The CJIS Program Assistant Chief works under the direction of the Division Chief to plan, organize and direct the work of the programs for the Bureau of Criminal Information and Analysis (BCIA) and Justice Data and Investigative Services Bureau (JDIS) by providing guidance and direction on policy and procedures related to comprehensive criminal history and analysis data that is provided to client agencies such as statewide law enforcement departments and agencies, district attorneys, and local and state regulatory agencies.

6. Reports to: (Class Title/Level)

Chief of California Justice Information Services Division, CEA C

7. Relationship with Department Director (*Select one*)

- ☐ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☒ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(*Explain*):

This position is responsible for policy and direction over the program processes for BCIA and JDIS within the CJIS Division. The incumbent will be required to report any major changes or concerns related to these program areas to the CJIS Division Chief, who is a member of the Executive Management Team.

8. Organizational Level (*Select one*)

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The CJIS Program Assistant Chief will direct the development and implementation of policies, procedures and programs for the BCIA and JDIS programs within the CJIS Division; provide leadership, management and policy direction for the work activities and performance of staff dedicated to providing accurate, timely, and comprehensive criminal history and analysis data to its client agencies, which includes statewide law enforcement departments and agencies, district attorneys, and local and state regulatory agencies. The position will also ensure that CJIS' internal program operations and policy directions are implemented to support the DOJ and the overall mission and goals of the Attorney General (AG).

The incumbent will consult with the Division Chief on sensitive and time-critical policy issues for BCIA and JDIS to ensure division compliance with policies, procedures, and processes that are consistent with the organization's goals, objectives, and federal and state laws. The incumbent will monitor and make policy recommendations related to BCIA and JDIS on the impacts of legislation and regulation on DOJ and AG programs. This position will consult with the Division Chief on departmental projects, and direct the development and implementation of policies and programs over the CJIS program bureaus: The CJIS Program Assistant Chief oversees program operations and will collaborate with the IT Assistant Chief that oversees the three IT Bureaus to ensure continuity between the areas that require both IT and program concerns that are being considered. This essentially allows the Division Chief to focus on the highest-level initiatives for the CJIS Division and the department as a whole.

The Program Assistant Chief will continually assess the needs of BCIA and JDIS programs for risks to ensure the sustainability of critical program processes and develop and implement risk mitigation strategies; manage internal and external client relationships to improve organizational performance and utilize state-of-the-art technologies and business practices to meet the departmental needs, as well as the needs of external law enforcement agencies and the public.

The incumbent may represent the CJIS Division, CJIS Director and the AG at meetings with federal, state and local law enforcement agencies, crime prevention organizations, and the Legislature.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- ☒ Program is directly related to department's primary mission and is critical to achieving the department's goals.
- ☐ Program is indirectly related to department's primary mission.
- ☐ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The primary mission of the department is to serve our state and work honorably every day to fulfill California's promise. The AG and our Department's employees provide leadership, information and education in partnership with state and local governments and the people of California to enforce and apply all our laws fairly and impartially, ensure justice, safety, and liberty for everyone, encourage economic prosperity, equal opportunity and tolerance, and safeguard California's human, natural, and financial resources for this and future generations.

The work performed in the CJIS Division is critical to meeting this mission by facilitating the exchange of accurate, timely, and complete criminal justice intelligence, identification, and information, using state-of-the-art computer technology. Additionally, CJIS provides law enforcement the means to apprehend persons suspected of criminal activity and provide regulatory agencies the means to license only qualified persons in positions of public trust.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The Assistant Chief was established in 2023 to support the Division Chief. Originally the Division had requested to establish two Assistant Chiefs under the Division Chief and the need was there, but since this model had not been utilized and for budgetary reasons, we agreed to start with one Assistant Chief and reassess and reevaluate at a later point. Now that the existing Assistant Chief has been in place for a number of years, it has become apparent that the programs should be separated from the IT infrastructure. We are now proposing to create a second Assistant Chief concept to separate the programs from the IT infrastructure of the CJIS Division and the department. This is a strategic move to improve efficiency, focus, and performance within the CJIS Division. Grouping related functions to report to an Assistant Chief whose concentration is on that specific area allows an executive who has deep expertise in the program to be able to develop the necessary policies needed for the programs. This specialization can improve quality, and speed as each Assistant Chief can focus entirely on their core competencies for their section.

Over the years, the CJIS Division has diligently worked to create new programs, update existing programs, and modernize the IT infrastructure of the entire department. These changes and updates have been guided by an increase in the number of highly complex legislative mandates. The continued expansion of the CJIS Division has created a policy overlap between the program-related bureaus and the IT bureaus that is too broad of a scope under one Assistant Chief. The management of new policy, implementation of new programs, and new IT technology requirements, principals, and evolving trends, has expanded beyond what the current Assistant Chief can be reasonably expected to oversee without the support of a second Assistant Chief to split their focus on the program management operations and IT infrastructure.

As mentioned above, the CJIS Division has been heavily impacted by an increase in new legislative mandates requiring new policy and programs to be established and new workloads to be managed. When there is a legislative mandate, there is ongoing scrutiny from the legislature, Governor's Office, external and internal stakeholders, etc., which puts more pressure and focus on the affected bureaus within CJIS. Establishing a second CJIS Program Assistant Chief will ensure continuity between the mandates and programs that require an IT focus from one Assistant Chief and program operations focus from the other Assistant Chief which is critical. Furthermore, there is an expectation that the program-related bureaus communicate on behalf of the project, which includes stakeholder outreach, issue resolution, gathering input from external entities for program requirements and impact, which this Assistant Chief would be able to oversee. Some projects require robust collaboration, partnership and accountability from both IT and program operations, which creates internal stress. As an example, housed within the CJIS Division is the California Law Enforcement Telecommunication System (CLETS), which is the computer network that connects public safety agencies across the state to criminal histories, driver records, and other databases. While CLETS has significant IT policy influence and IT oversight, the system also overlaps with the CJIS program operations area surrounding auditing, access and use of CLETS. JDIS is responsible for all of the auditing functions for over 700 agencies that access data via CLETS and for responding to the FBI during their triennial audit process. The two Assistant Chiefs would work together to bridge the gap between IT and program to ensure continuity between both areas which requires the creation of new policy and various oversight functions.

Not only has increased legislative mandates caused overlap between CJIS bureaus regarding policy, but the need for system support has increased as well. JDIS and BCIA have the most databases within the Department that are supported by the three IT bureaus, which creates a unique relationship because there is such a high dependency on the IT bureaus for database and infrastructure support. For some of the older databases, they rely on the IT bureaus for their historical system expertise since they used to reside in the program areas prior to organizational changes. However, BCIA and JDIS are responsible for setting policy, meeting legislative mandates, and overseeing program and IT project activities. A few of the systems include, but are not limited to, Automated Criminal History System, Automated Fingerprint Information System, Supervised Release File, Stolen Vehicle System, California Restraining Protective Order System, CalGang Database, California Sex Offender Registry, Stop Data Collection System, and CURES. The two Assistant Chiefs would collaborate to identify and resolve problems that stem from these multifaceted relationships and provide governance between program operations and IT by collaborating directly with the Bureau Directors to create communication channels and an escalation path to address issues.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Program Assistant Chief may serve as an advisor to the AG, the Chief Deputy Attorney General (CDAG), Chief Deputy of Operations (CDO), CJIS Division Chief, and law enforcement agencies throughout the state, making recommendations on decisions and policies related to legislation and other highly sensitive issues involving criminal justice information. This position will be instrumental in affecting change and guiding the CJIS Division toward positive and constructive policies aimed at improving and enhancing many program operations and processes. The Assistant Chief will be involved in developing and making recommendations on policy regarding the following statutes:

AB 1076 - Requires the DOJ to review records in statewide criminal justice databases on a monthly basis, to identify persons who are eligible for relief by having their arrest records, or their criminal conviction records, withheld from disclosure, as specified. This bill requires DOJ to grant relief to eligible persons without requiring a petition or motion. AB 1076 also requires DOJ to annually publish to OpenJustice statistics, disaggregated to the county level, regarding relief granted pursuant to the provisions of the bill and statistics of arrests for which the state summary criminal history repository does not include a disposition. Penal Code section 11105 requires DOJ to maintain the state summary criminal history repository, which includes all updates necessitated by the passage of AB 1076. CJIS houses the update units for the department, who will input any needed manual updates, as well as the IT bureaus responsible for updating systems necessary for electronic updates submitted by courts.

AB 1753 - Requires prescription forms for controlled substances to have uniquely serialized numbers, in a manner prescribed by the DOJ, and would require a security printer to submit uniquely serialized numbers, prescriber names, and Drug Enforcement Administration (DEA) number, and shipment recipient names to the DOJ for all prescription forms delivered, via a Web-based application. It also authorizes the DOJ to reduce or limit the number of approved printers to three, as specified, beginning January 1, 2020. AB 1753 requires the DOJ to develop a Web-based application to facilitate the submission of all delineated information for controlled substance Schedule II through IV prescriptions.

AB 2461 - Existing law authorizes the DOJ to provide subsequent state or federal arrest or disposition notification to an entity authorized by state or federal law to receive state or federal summary criminal history information. This process is to assist in fulfilling employment, licensing, or certification duties, or the duties of approving relative caregivers, non-relative extended family members, and resource families upon the arrest or disposition of a person whose fingerprints are maintained on file at the DOJ or the FBI. This bill requires the department to provide the subsequent arrest or disposition notification to entities such as the State Department of Social Services, the Medical Board of California, and the Osteopathic Medical Board of California.

SB 384 - Established a 3-tier system for the registration of sexual offenders based on specified criteria. This bill established procedures for termination from the sex offender registry for a registered sex offender who is in tier one or tier two and who completes his or her mandated minimum registration period under specified conditions. This bill also allows the DOJ to place a person in a tier-to-be-determined category for a maximum period of 24 months if his or her appropriate tier designation cannot be immediately ascertained.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The Program Assistant Chief will provide policy advice and guidance to the AG, the CDAG, the CDO, the CJIS Division Chief, the Special Assistant Attorneys General, as well as advise departmental senior management on criminal history information related to BCIA and JDIS programs. This position will serve in a policy influencing role within the following CJIS programs and bureaus: BCIA and JDIS. This position's scope and decision-making authority has a direct impact on various law enforcement entities, as well as the CJIS division staff. This position will review existing policies, pending and new legislation, and make recommendations to the CJIS Division Chief to align departmental policy with the AG's vision.

The Program Assistant Chief will develop policy for the aforementioned programs and serve as an advisor to the CJIS Division Chief. The Program Assistant Chief will work closely with the Program Bureau Directors to coordinate the development and implementation of policies and strategies regarding the distribution, storage, and management of criminal history information.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The Program Assistant Chief will be responsible for developing new policies and evaluating existing policies within the department, which may impact various law enforcement entities, the public, and other local, state and federal agencies that depend on the DOJ for criminal history information and other programs. The Program Assistant Chief will gather information from law enforcement contacts, department leaders, and other stakeholders to develop policies that maintain the integrity of the criminal history information and other program data collected by the DOJ. An example of this is the California's Controlled Substance Utilization Review and Evaluation System (CURES), the state's Prescription Drug Monitoring Program (PDMP), has recently been updated by Assembly Bill 82 (AB 82), signed into law on October 13, 2025, and effective January 1, 2026. This requires the JDIS program to remove previously reported records of these medications from CURES program. Prescriptions and dispensations of testosterone (Schedule III) and mifepristone (Schedule IV) are no longer required to be reported to CURES. The Program Assistant Chief will utilize this information to communicate current and potential issues to the AG, the CDAG, the CDO, the CJIS Division Chief and the Special Assistant Attorneys General. At all times, this position will be responsible for ensuring any new or existing policy coincides with the AG's current and future initiatives.