



# Memorandum

**To:** Kate Sheehan  
Director

**Thru:** Kate Orozco  
Class Studies Supervisor

**From:** Pat Morrissey  
Human Resource Consultant

**Date:** January 26, 2024

**Subject:** Chief, Criminal Records & Identification Bureau Study

## Study Summarization and Results:

The Division of Personnel and Labor Relations has concluded a study of the work of the single-position (PCN 124611) Chief, Criminal Records and Identification Bureau job class (aka, "Chief"), along with a position (PCN 121299) assigned "Deputy Chief" duties and responsibilities. This study was requested by the Department of Public Safety due to concerns the duties and responsibilities of the single position "Chief" have grown beyond the scope of work described in the current class specification.

Job and salary analyses supported updating and/or establishing the following classes for the Criminal Justice Information Services (CJIS) Administrator classes in the PI04 (Evidence Investigation) job family:

Class Code	Class Title	Grade	Action
PI04A1	CJIS Administrator 1	22	<ul style="list-style-type: none"><li>Establish New Job Class</li></ul>
Old: PI0401	Old: Chief, Criminal Records & Identification Bureau	Old: 22	<ul style="list-style-type: none"><li>Retitle</li></ul>
New: PI04A2	New: CJIS Administrator 2	New: 23	<ul style="list-style-type: none"><li>Range Change</li><li>Class code change</li></ul>

All study actions regarding Criminal Justice Information Services Administrator 1-2 positions are effective **February 5, 2024**. Correspondence on the allocation of this study position is being distributed through the OPD system.

cc: Pam Halloran, Administrative Services Director  
Department of Public Safety

Lisa Purinton, Director  
Division of Statewide Services  
Department of Public Safety

Karen White, Human Resource Business Partner  
Department of Public Safety

Benthe Mertl-Posthumus, Deputy Director  
Division of Personnel and Labor Relations  
Department of Administration

Brittany Church, Payroll Manager  
Division of Finance  
Department of Administration