

ARCHDIOCESE OF LOS ANGELES

FINGERPRINTING MANAGER

DEPARTMENT: Fingerprinting

SUPERVISED BY: Sr. Director of HR

EMPLOYMENT STATUS: Exempt

SALARY GRADE: E25

POSITION SUMMARY

To perform a variety of supervisory duties in support of Archdiocese locations and entities related to the requirement for fingerprinting paid or contracted staff, clergy, religious and volunteers of the Archdiocese of Los Angeles.

ESSENTIAL FUNCTIONS

Because all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

- Oversee day-to-day operations of the Fingerprinting Department.
- Hire, train, and supervise Fingerprinting office staff and field Live Scan Operators.
- Responsible for performance management, performance reviews and counseling of Fingerprinting Department Staff.
- Advise Sr. Director of Human Resources of areas of concern, change in regulations, change in operations, procedures and policies.
- Collaborate with members of Human Resources Department as regards fingerprint requests or to assist with special projects or events
- Administer department budget.
- Negotiate with Parish Soft for Database charges and Certifix for equipment and software charges.
- Communicate with Department of Justice (DOJ) as Archdiocesan Criminal Record Information (CORI) Reporter and main contact person for all fingerprint matters.
- Receive DOJ notices of arrests on individual fingerprints and communicate with individuals and their pastors to determine if they are any risk to children.
- Work in collaboration with the VPIN Database Manager on all VPIN Database issues.
- Have an understanding of the Los Angeles Archdiocese Handbook with special emphasis on Personnel (Chapter 5) and a deep, thorough understanding of Safe Environment (Chapter 9).
- Understand and abide by USCCB charter as regards Safe Environment.
- Oversee the status of each individual in the VPIN database as to their fingerprinting and VIRTUS status. Work with the Pastor, Principal, VAM, HR, Legal, DCS, and Parishes and schools, to decide if individuals found at risk or unable to contact should be put on hold in the VPIN Database.

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- Review, confirm and approve invoices from G2Solutions, Certifix, DOJ, Private Associated Organizations and those affiliated with the Los Angeles Archdiocese and internal ACC Departments.
- Serve as a Live Scan Operator as needed.
- Keep equipment up to date weekly, insuring a backup system for any unforeseen equipment problems.
- Oversee Live Scan Operator, parish, and school schedules to set up fingerprinting sessions at Archdiocese locations.
- Assist Leadership team by providing data for the annual USCCB Safe Environment Audit and assign appropriate fingerprinting staff to assist with the annual audit.
- Prepare, generate and proofread correspondence, memos, reports, and other documents.
- Enter data accurately into fingerprint database.
- Develop, generate and sending reports from fingerprint database.
- Check various forms for completeness and accuracy.
- Set up electronic and hardcopy files; update and organize files; file documents.
- Maintain and update various records and files.
- Photocopy correspondence, memos, reports and other documents.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience

Any combination of education and experience likely to provide the required knowledge, skills, and abilities, typically:

- Active member of a Roman Catholic faith community.
- Degree in Business Administration with a minor in Computer Science desired.
- 5 years of supervisory experience.
- Clean driver's record, current California Driver's License and Auto Insurance.

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Knowledge, Skills, and Abilities:

Knowledge of:

- The mission and organizational structure of the Catholic Church.
- Strong understanding of the Catholic faith.
- Understanding of the USCCB Charter and why fingerprinting is required.
- Advanced computer skills including knowledge of current word processing, spreadsheet and database software.
- Proper English usage, grammar, spelling and punctuation.
- Proper record keeping methods and procedures.

Skill in:

- Supervising, leading and motivating staff.
- Typing at a minimum of 45 wpm.
- Effective verbal and written communication.
- Excellent interpersonal skills to interact with all levels of personnel.
- Excellent customer service skills.
- Data Entry
- Report assembling
- Short-range organizational planning.
- Telephone communications.
- Attention to detail and accuracy.

Ability to:

- Identify issues and concerns regarding operating procedures and provide timely and effective solutions for correction or improvement.
- Effectively coach, mentor and counsel staff.

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- Interact with all levels of constituents and staff internally and externally.
- Understand Fingerprint process and operate live scan machine.
- Understand and administer DOJ regulations and requirement.
- Communicate effectively in written and oral form.
- Maintain complete confidentiality.
- Obtain DOJ clearance and be certified as CORI Reporter.
- Travel to fingerprinting sessions as required in Los Angeles, Ventura and Santa Barbara counties.

Physical and Environmental Requirements:

- Sit or stand for prolonged periods of time on a daily basis.
- Operate standard computer, office and fingerprinting equipment.
- Occasionally lift up to 40 pounds.
- Occasional walking, bending, stooping, twisting, reaching above, at or below shoulder level, pushing, pulling, grasping.
- Office or indoor noise and temperature levels.