

# EMPLOYMENT ADVERTISEMENT



**Western States Information Network®**  
1825 Bell Street, Suite 205  
Sacramento, CA 95825  
(800) 952-5258

*It is WSIN's objective to achieve a drug-free workplace. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.*

- POSITION TITLE:** Law Enforcement Coordinator (LEC) Supervisor. Monday – Friday, 8:00 a.m. – 5:00 p.m.
- SALARY:** \$8,368.66 per month (GSA grade 13, step 1 for Sacramento), plus 17% of gross monthly wages as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. Position is paid semi-monthly on the 5<sup>th</sup> and 20<sup>th</sup>.
- HQ LOCATION:** Sacramento, CA (position may work remotely)
- FINAL FILING DATE:** **11/12/2021** - Applications must be received or postmarked no later than the final filing date. Applications are available at <https://extranet.riss.net/public/77997f97-c9f6-44ee-bead-807b5cd99de0>. A 6-month candidate pool will be established for subsequent vacancies.

## DUTIES /RESPONSIBILITIES

WSIN is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. Employment is at-will, and the incumbent serves at the discretion of the Executive Director of WSIN.

Under the direction of the WSIN Deputy Director, incumbent is responsible for overseeing and administering the WSIN Law Enforcement Coordinator (LEC) Unit within WSIN's five state region of Alaska, California, Hawaii, Oregon, and Washington in support of all WSIN goals and objectives. The incumbent is responsible for ensuring that all LEC's promote the use of WSIN services through trainings and meetings with local, city, state, federal and tribal law enforcement officials, and representatives.

The LEC Supervisor is responsible for updating the WSIN Board of Directors on a quarterly basis regarding all new agency members, agency terminations and other information as requested. This includes traveling quarterly to Board of Directors' meetings and updating the Executive Director as part of the WSIN management team. Incumbent will serve as an officer for WSIN Inc. in the position of Secretary.

General duties include day-to-day supervision, training, oversight, and assistance to the eleven (11) LEC's in the five-state region. This includes time reporting, approving expense claims, agency audits, training requests, new membership applications, performance reports, and any other administrative duty that facilitates the efficiency of the LEC Unit. The LEC Supervisor will ensure LEC Unit personnel adhere to applicable laws, policies, mission priorities, and direction from the WSIN Board of Directors.

Incumbent may also be assigned additional duties and responsibilities in support of the RISS program, initiatives, projects, and partnerships. Responsible for establishing criteria, developing advertisements, coordinating, and conducting interviews for LEC vacancies when applicable, and advising the Executive Director on proposed selections. The incumbent may also serve as a LEC when needed.

Responsible for administering the Extraordinary Expense Fund when applicable, to include recommending the funding of investigative case work and the accounting of funds spent and returned. Incumbent is also responsible for processing requests from law enforcement agencies, monitoring the fund balances, and updating the Executive Director when applicable.



## KNOWLEDGE, SKILLS AND ABILITIES

- This is a full-time exempt position, salary based. Employee is expected to work 40 hours per week, Monday - Friday.
- Familiarity with computer programs, such as Microsoft products, Adobe, Excel, Outlook, and other computer applications related to WSIN duties.
- Must have advanced knowledge of current investigation trends and law enforcement concerns.
- Must have a working knowledge of deconfliction and criminal information sharing processes.
- Must have excellent time management skills, public speaking skills (including ability to enunciate clearly), problem-solving skills and both verbal and written communication skills.
- Must be able to establish and maintain effective working relationships with others.
- Ability to conduct presentations in front of various law enforcement groups and officials.
- Must be willing to travel, by car or by air throughout the WSIN five-state region.
- Must possess and maintain a valid driver's license.
- Ability to sit, operate a phone and computer for long periods. Ability to lift up to 20 pounds.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV, criminal history, fingerprints, etc.).**
- **U.S. citizenship required due to the systems accessed as part of the job duties.**

## MINIMUM QUALIFICATIONS

All applications will be reviewed to verify that they meet the minimum qualifications stated in this section. To receive credit, the application must clearly show the following experience:

- Candidate must have ten (10) years of experience as a peace officer in one of the WSIN five state region law enforcement agencies, with a minimum of three (3) years of experience as a supervisor in law enforcement.  
**and**
- Candidate must have the equivalent to the completion of a four-year degree (120 units). Additional qualifying work experience, either general law enforcement or supervision, may be substituted on a year-for-year basis for the education requirement. Copies of degree or college transcripts must be submitted with application.

## HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/77997f97-c9f6-44ee-bead-807b5cd99de0> or by email request to [revans@wsin.riss.net](mailto:revans@wsin.riss.net). Applications can be submitted online using the Submit by Email button at the top of the application (or save the application to your desktop and then fill out the form) or by mail to the address listed below.

**Applications will be reviewed to determine whether the applicant meets the minimum qualifications and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed. In person interviews will be conducted while adhering to all social distancing measures.**

The application can be mailed to:  
Western States Information Network, Attn: Personnel  
1825 Bell Street, Suite 205, Sacramento, CA 95825

**EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY November 12, 2021.**

**Questions should be directed to Deputy Director Janette Gunther-Allen at (916) 263-1184 or by email at [jgunther@wsin.riss.net](mailto:jgunther@wsin.riss.net).**

*WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.*