DIVISION OF LAW ENFORCEMENT

DEPARTMENT OF JUSTICE

BUREAU OF FORENSIC SERVICES

Richmond Laboratory

420-506-5393-003

**Vacant**

**JOB TITLE:** Associate Governmental Program Analyst (AGPA)

**STATEMENT OF DUTIES:** Under the direction of the manager of the Outreach Program, the AGPA is responsible for the timely analysis of legislative bills and preparation of legislatively-mandated reports. Additionally, the AGPA responds to requests for public records, monitors and reports on DNA Identification Fund collections, and prepares other Bureau of Forensic Services (BFS) reports, bulletins and publications.

**SUPERVISION RECEIVED:** Supervised by a Staff Services Manager (SSM) I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Must have the ability to sit and type at a computer screen for long periods of time and lift up to 20 pounds. Some travel and extended working hours may be required.

**TYPICAL WORKING CONDITIONS:** Air-conditioned, smoke-free office environment.

**EXAMPLES OF DUTIES:**

**ESSENTIAL FUNCTIONS**

25% Coordinates the Bureau’s responses to bill analysis assignments with the DNA Legal Unit and other appropriate management to ensure all concerns are addressed. Independently analyzes all DNA-related proposed legislation to assess its impact on BFS and prepares comprehensive written analyses. Submits analyses through the DOJ’s BillWatch system and ensures the mandated approval process is followed. Additionally, prepares fiscal analyses, as needed, of pending legislation that would affect BFS. Maintains extensive knowledge of BFS programs, operations and mandates, as well as legislative rules and procedures. Ensures that management is informed of legislative changes and proposals that may have an impact on BFS’s operations or budget. Coordinates and meets with Bureau and Lab management and the DNA Legal Unit as necessary to discuss legislative issues and policy decisions. Independently evaluates all amendments made to proposed legislation and makes recommendations to management for review and approval. Writes legislative concepts and proposals on behalf of BFS programs.

25% Independently researches and prepares reports and other publications. Serves as the Bureau’s coordinator and primary writer for its legislatively-mandated reports, which includes collecting, analyzing and presenting complex data. Works with staff from executive programs at bureau, division and department levels to develop report content and secure approval. Prepares policies, procedures, and state and local law enforcement informational bulletins concerning forensic laboratory or DNA issues, including the ongoing process for collecting the required specimens, samples, and print impressions of qualified offenders and arrestees. Develops Data Bank sample receipt projections and prepares workload plans appropriately. Works with the SSM I to prepare plans and alternatives to potential changes in sample submission rates. Prepares written reports for management on Data Bank processes and accomplishments as requested.

20% Acts as the primary BFS contact for Public Records Act (PRA) and Information Practices Act (IPA) requests. Analyzes requests to determine the appropriate response and identifies any applicable statutory exemptions. Conducts searches, gathers responsive records, evaluates records for disclosure and makes any necessary redactions. Confers with management and legal staff over any potential issues. Prepares written responses on behalf of management. Ensures responses comply with all applicable statutes and are completed within established timeframes.

15% Acts as the statewide liaison for county representatives regarding the DNA Identification (DNA ID) Fund, solicits data from each county related to their collections and expenditures, and uses that data to prepare the annual legislatively-mandated DNA ID Fund report for posting on the AG’s website. Updates the current and previous reports as revised reports are received from the counties. Works with program managers to prepare the DNA Laboratory’s annual spending plan for BFS Headquarters. Prepares fiscal summary documents for DNA grant coordinators as needed for grant fiscal tracking purposes. Responsible for the timely submission of the Data Bank Program’s monthly report to management, which requires contacting all Program supervisors and managers for input, collating their individual response into a cohesive report, and receiving the approval of the Data Bank Program Manager prior to submission to the Assistant Bureau Director, DNA Programs.

10% Supports the Outreach and Administrative programs as necessary, which may include phone contact with law enforcement agencies, correctional facilities and public crime laboratories. Performs other tasks or special projects, such as reports or research, as assigned by the SSM I, SSM II, Assistant Bureau Director, or Bureau Director.

**MARGINAL FUNCTIONS**

5% Maintains the Bureau’s pages and other content on the AG’s public website. This includes posting monthly and quarterly reports, information bulletins, legal documents recommended by the DNA Legal Unit, and other FAQs and materials related to informing law enforcement and the public about the requirements for, and impact of, the BFS forensic programs. Ensures that materials posted to the website or otherwise publicly distributed are made ADA-compliant.

I have read and understand the essential functions and typical physical demands required of the job offered to me (duty statement attached), and I am able to perform the essential functions with or without Reasonable Accommodation.

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Employee’s Signature Date Supervisor’s Signature Date