

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORD MANAGEMENT BRANCH
CRIMINAL RECORD EXPEDITE & SUPPORT PROGRAM

JOB TITLE: Crime Analyst (CA) II

POSITION NUMBER: 420-761-0110-014/016

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) I, the CA II serves as a subject matter expert on the entire arrest and disposition lifecycle, which includes a broad perspective on maintaining the criminal history repository associated with manual and electronic collection of data. The CA II verifies that record maintenance processes, procedures, and practices are consistent throughout the program; especially ensuring that rules and requirements are applied consistently regardless of the source submission being manual or electronic. The CA II applies knowledge that is acquired through formal training or extensive on-the-job experience to perform duties, provides analysis, findings, and recommendations regarding manually and electronically updated records in the criminal history repository. The CA II assists with providing expert feedback for changes to procedures, processes, and practices that are successfully documented and implemented within the update program.

The CA II oversees the full training process for Program Technician and Crime Analyst staff by reviewing training materials, trainee's work for accuracy and completeness, and working with management to develop training strategies. The CA II assists with the development and maintenance of training documents, manuals, reference materials, training plans and production unit averages; and perform quality assurance and data verification.

The CA II uses computers and various computer applications to analyze and communicate information in the appropriate format, work more efficiently, and improve work processes and products.

SUPERVISION RECEIVED: Under the general supervision of the SSM I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time.

TYPICAL WORKING CONDITIONS: Modular workstation in a smoke free environment.

