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-XXX

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.
Duty Statement
CA II – BCIA/RMB

ESSENTIAL FUNCTIONS:

40% Acts as a lead in the full training process for Program Technician and Crime Analyst staff by reviewing training documentation. Verifies trainee’s work for accuracy and completeness, and works with management to develop training strategies. Provides feedback to management and trainees throughout the training period and utilizes additional training plans as needed. Ensures that changes to processes and procedures are implemented into training accurately, efficiently, and timely.

40% Analyzes individual criminal history records associated with the manual and electronic collection, maintenance, and storage of criminal history information. Identifies and resolves reporting problems and recommends alternative solutions for program operations. Conducts complex technical analysis from an updated perspective that pertains to enhancements, testing, implementation, and monitoring of the automated systems utilized by the program. Evaluates program’s ability to protect the security, quality and integrity of criminal history information. Makes program updates to the criminal history repository and acts as a lead in performing the most complex criminal history updates.

20% Provides verbal and written summaries and recommendations to branch management. Communicates ideas and facts to individuals or groups effectively.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation. (Refer to Essential Functions Health Questionnaire, STD. 910.)

___________________________________  ___________________________________  
Employee Signature   Date  Supervisor Signature  Date  

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