

**DEPARTMENT OF JUSTICE  
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION  
JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU  
INVESTIGATIVE SERVICES BRANCH  
VIOLENT CRIME INFORMATION CENTER  
CALIFORNIA SEX OFFENDER REGISTRY PROGRAM  
ASSESSMENT SECTION  
ASSESSMENT UNIT**

**JOB TITLE:** Crime Analyst (CA) III

**POSITION NUMBER(S):** 420-749-0111-XXX

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under the direction of the Crime Analyst Supervisor (CA Sup), the CA III performs the most complex analytical tasks associated with identifying, monitoring, and tracking sex and arson offenders in the California Sex Offender Registry (CSOR). Duties include: Serving as subject matter expert and the lead analyst for the Unit; making preliminary determinations as to the registration requirement of any offender who has been convicted of a sex offense in California (CA), out-of-state (OOS), federal, military, California juvenile, or foreign court; analyzing sex and arson offender criminal history and other related information for the purpose of determining if a CA offender has a duty to register; processing registration documents submitted to the CSOR; and making a preliminary determination if the subject's registration requirement should be terminated.

**SUPERVISION RECEIVED:** Under the general supervision of the CA Sup.

**SUPERVISION EXERCISED:** Acts as a lead technical analyst for the section.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed non-windowed office cubicle in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Acts as the primary technical analyst for the CSOR. Monitors on-going registration workload processes, procedures, and client services related to Penal Code (PC) § 290. This includes, reporting statistical data to management regarding unit workloads (received assessment cases, pending assessment cases, terminated cases, and completed assessment cases), drafts and/or updates unit procedures or reference materials for subordinate staff, create and assist the CSOR Training and Outreach Unit with unit overview presentations. Provides Reviews subordinate analyst casework to ensure data integrity and department, state and federal standards for accuracy and disclosure are upheld. Develops and provides training related to sex

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registration workloads to analyst staff. Reviews and identifies subordinate analysts' case work by utilizing various department databases and systems (Automated Criminal History System (ACHS), National Crime Information Center (NCIC), National Sex Offender Registry (NSOR) and the California Sex and Arson Registry (CSAR), to determine whether missing, incomplete, or inaccurate offender information exists, and applies appropriate action to ensure data is quality assured. Analyzes and reviews California Penal Codes, federal, and military statutes in order to identify and conclude if an offender's record requires legal consultation from the Attorney General's Office to obtain direction on legal registration determination issues.

Analyze and processes OOS, federal, military, juvenile facility, or foreign court requests for verification and assessment of an offender's duty to register pursuant California Penal Code 290. Obtains and analyzes criminal history and related information (e.g., arrest, prosecution, court, incarceration, OOS and federal statutes, etc.) associated with sex offenders. Interprets and applies a variety of complex policies, procedures, statutes, case law, and legal interpretations to determine if an offender is required to register. Assembles, reviews, and correlates all pertinent information, including court documents (e.g., § 1203.4 PC dismissal actions and Certificates of Rehabilitation, etc.). Identifies and collects necessary additional information from databases/information systems, such as the California Sex and Arson Registry (CSAR), Automated Criminal History System (ACHS) and Interstate Identification Index (III) used to complete out-of-state, federal, and military assessments in order to determine if a subject is required to register as a sex offender.

- 20% Contacts law enforcement and other criminal justice agencies to obtain required source documentation. Responds to requests from offenders, attorneys representing offenders, or Law Enforcement Agencies (LEA) and reviews, interprets, and analyzes criminal history record and legal information (e.g., court order, etc.) to determine if a subject is required to register pursuant to PC § 290. Analyzes criminal history and related information to make a preliminary determination if a sex and/or arson offender's requirement to register should be terminated pursuant to California PC § 290 prior to legal review by program Deputy Attorney Generals.
- 15% Advises the CA Sup and/or program manager on database/system technical issues. Including, but limited to modifications, User Acceptance Testing (UAT), and/or data integrity errors. Identifies problems and make recommends, solutions and/or enhancements to existing program operations that will resolve any system performance inconsistencies. Represents the CSOR as a subject matter expert at meetings. Coordinates with the VCIC and other Departmental staff to implement approved recommendations.
- 15% Prepares written documents, including correspondence, memoranda, procedures, and statistical reports for LEAs, registrants, Department of Justice Deputy Attorney Generals and the public. Assists with the analysis of new legislation updates to program forms and procedures.

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*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

\_\_\_\_\_  
Employee's Signature      Date

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Supervisor's Signature      Date