

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Carry Concealed Weapon (CCW) Program
CCW Background Team 2**

JOB TITLE: Crime Analyst III

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager (SSM) I of the Carry Concealed Weapons (CCW) Team 2, the Crime Analyst (CA) III will be responsible for processing requests for hearings related to the disqualified person determinations, pursuant to Penal Code sections 26202 and 26206. The CA III will provide criminal history records and determinations and certify their accuracy and completeness before sending to the superior court under seal. The CA III will review undetermined notification packages for accuracy and completeness. The CA III will participate in the development and implementation of information technology enhancements; draft notices, forms, and information bulletins; and certify CCW records requests. The CA III facilitates the collection and production of documents in response to Public Records Act (PRA) requests and Subpoena Duces Tecum by auditing files and database records. The CA III will assist law enforcement licensing agencies by telephone, email, or other written communications with questions about firearms laws and regulations and provides instructions on completing department-prescribed applications and forms. The CA III must have the ability to learn the laws governing the eligibility to possess firearms in California, in addition to State and Federal firearm laws and regulations concerning the application process for CCW licenses. The CA III must have the capability to analyze and interpret Record of Arrests and Prosecutions sheets and other criminal offender record information. The CA III will provide management with statistical data; perform special projects and other assignments as necessary; and act as the lead and back up to the other CA III on the CCW Background Team.

SUPERVISION RECEIVED: Directly supervised by the SSMI.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to eight hours a day in order to prepare work assignments. Ability to lift and move items weighing up to 15 pounds.

TYPICAL WORKING CONDITIONS: Work in an open work area and smoke-free environment. The CA III may be required to work mandatory overtime or may be temporarily redirected to other sections due to Bureau workload needs. May require travel

ESSENTIAL FUNCTIONS:

- 35% Process requests for hearings related to the disqualified person determinations, pursuant to Penal Code sections 26202 and 26206. The CA III will analyze and provide criminal history records and determinations, and certify their accuracy and completeness before sending to the superior court under seal.
- 15% Review undetermined notification packages for accuracy and completeness.
- 15% Train technical staff on how to process CCW licenses by utilizing various criminal justice databases and applications to review applicant records and notify the law enforcement licensing agency of the applicant's firearms eligibility. Educate technical staff on workflow procedures and the proper use of databases, applications, and systems, including inquiry, adding, modifying, or deleting applicant records and license information. Teach technical staff to evaluate subsequent arrest notifications and contact law enforcement and other government agencies for missing disposition information. Train technical staff to organize, file, and maintain applicant files. Prepare training plans and provide monthly updates to management.
- 15% Develop and maintain program procedures, training manuals, references guides, and flowcharts. Compose detailed writing assignments requiring research and data analysis. Assist management with special projects such as impact studies, legislative concepts, and budget change proposals. Review proposed legislation and conducts bill analyses relative to processing background eligibility checks to determine the impact on Program business processes.
- 10% Manage the unit's shared email box and phones to provide customer service and technical assistance to law enforcement licensing agencies, explaining new and existing laws and regulations and the application process. Track and update the reference, call, and email logs. Certify records for law enforcement agencies and district attorneys. Produce documents in response to PRA requests, and appear in court for civil or criminal cases to provide expert testimony.
- 5% Review local CCW licenses submitted by law enforcement licensing agencies for approval; make recommendations to management for authorization, and maintain approved license exemplar. Work in coordination with the DLE Chief's Office to conduct firearms eligibility checks of retired Department of Justice peace officers applying for CCW endorsements. Make recommendations for system enhancements, create JIRA service requests to report system discrepancies, and assist with developing, testing, and implementing system enhancements and bug fixes. Participate in section meetings, maintain tracking and reporting requirements for monthly statistics, provide backup assistance to other analysts within the section.
- 5% Train CCW issuing agencies on CCW process and other duties assigned.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitation I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date