

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS  
Firearms Information Technology Systems Modernization Unit**

**JOB TITLE:** Associate Governmental Program Analyst (12-Month Limited Term)

**STATEMENT OF DUTIES:** Under the general direction of the Firearms Information Technology Systems Modernization (FITSM) section Staff Services Manager (SSM) I, the Associate Governmental Program Analyst (AGPA) will perform a variety of tasks relating to the analysis, development, implementation, and modernization of various automated systems throughout the Bureau of Firearms (BOF). The BOF frequently implements new legislative mandates, therefore the AGPA must be able to interpret multiple and competing objectives, analyze situations, identify and solve problems, and draw valid conclusions to develop effective recommendations on IT enhancements necessary to comply with new and existing legislation. The position requires extensive knowledge of complex State and/or Federal firearm laws.

The AGPA is responsible for reviewing technical specification documents, comparing functional requirements to business rules, business process documents, and workflow diagrams to identify and document discrepancies and omissions that do not align with current firearms and/or ammunition legislation; providing recommendations on system enhancements to improve upon the current databases used by the BOF staff and modernize the bureau's automated systems; and assisting with the development, testing, and implementation of system enhancements needed to comply with existing and upcoming legal mandates. The AGPA will be tasked with ensuring proposed system updates are in compliance with mandated reporting requirements and timeframes and align with the approved FITSM project objectives, scope, program strategic plan, and enterprise roadmap. Must be able to work independently and demonstrate discretion and flexibility. The AGPA will be required on occasion to work overtime, which may include weekends and holidays.

**SUPERVISION RECEIVED:** Supervised by the SSM I.

**SUPERVISION EXERCISED:** None.

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

**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 25 pounds.

**ESSENTIAL FUNCTIONS:**

- 40% Participate in Joint Application Development (JAD) sessions, review information technology (IT) specification documents, compare functional requirements to business rules, business process documents, workflow diagrams and identify and document

discrepancies and omissions as it pertains to the BOF's legislative mandates. Collaborate with all sections to identify and document current business processes, workflows, and requirements mandated by legislation. Identify Firearms IT systems that support each business process, including BOF specific databases. Participate in the review of deliverables provided by contractors (including system specifications, business requirements, workflows, and functional and non-functional requirements).

- 35% Conduct legislative analysis and research to determine new system implementation and system enhancement requirements as a result of new legislation and updated processes. Conduct research to determine existing system functionality business requirements to ensure consistency among processes, if necessary. Identify issues or inconsistencies and provide recommended solutions.
- 15% Perform assigned project activities for respective business functions, components, and processes as defined in the Project Schedule. Review, provide input, feedback, and clarifications to the FITSM Project on assigned items. Coordinate and collaborate with project team members and stakeholders. Support and adhere to approved project governance and management processes.
- 10% Attend system development meetings with the BOF management and subject matter experts, and the California Justice Information Systems Division and also attend stakeholder meetings; assist with special projects and performs other duties as assigned by the SSM I.

*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 limitations I have with my supervisor.

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Employee Signature

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Date

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Supervisor Signature

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Date