

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

JOB TITLE: Crime Analyst II (12-Month Limited Term)

STATEMENT OF DUTIES: Under the general direction of the Firearms Information Technology Systems Modernization Unit (FITSM), Staff Services Manager (SSM) I, the Crime Analyst (CA) II is the business subject matter generalist on background related processes. The position requires knowledge of the firearm and/or ammunition eligibility check process and the applicable databases used by the Bureau of Firearms (BOF) Regulatory staff in the performance of their duties.

The CA II 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 pertaining to the BOF's Regulatory background process; acting as the subject-matter generalist, demonstrating the knowledge of the work performed by the various Regulatory programs within the BOF; providing recommendations on system enhancements to improve upon the current databases used by the bureau staff; and assisting with the development, testing, and implementation of system enhancements. The CA II 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 CA II will be required on occasion to work overtime, which may include weekends and holidays.

SUPERVISION RECEIVED: Directly supervised by the SSM I.

SUPERVISION EXERCISED: Act in a lead capacity.

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.

TYPICAL WORKING CONDITIONS: Work in an open work area in a smoke-free environment. Must work core business hours, Monday through Friday.

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 background process. Collaborate with all sections within the bureau 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.

- 30% Act as the subject matter generalist on the background process used for eligibility determinations. Provide input on processes specific to eligibility determinations to identify current processes, improvements, and workflows. Perform assigned project activities for respective business functions, components, and processes as defined in the FITSM project schedule. Review and provide input, feedback, and clarification to the FITSM project on assigned items relevant to the background eligibility checks conducted by the BOF.
- 15% Coordinate and collaborate with project team members and stakeholders. Support and adhere to approved project governance and management processes. Conducts analysis pertaining to enhancements, testing, implementation, and monitoring of the automated systems utilized by the BOF to improve the operational efficiency of the units. This analysis will extend to the development and maintenance of the detailed operating practices.
- 10% Participate in reviewing deliverables provided by contractors (including system specifications, business requirements, workflows, and functional and non-functional requirements). Make recommendations for system enhancements and assist with the development, testing, and implementation of system enhancements and bug fixes. This includes working in conjunction with Department of Justice Hawkins Data Center technical staff, BOF subject matter experts (SMEs) and management.
- 5% Attend system development meetings with the BOF management/SMEs and the California Justice Information Services Division and also attend stake holder 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.

Employee Signature

Date

Supervisor Signature

Date