

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU
VIOLENT CRIME INFORMATION CENTER BRANCH
VIOLENT CRIME INFORMATION CENTER
CALIFORNIA SEX OFFENDER REGISTRY PROGRAM
CALIFORNIA SEX OFFENDER REGISTRY
REGISTRATION VERIFICATION UNIT

JOB TITLE: Crime Analyst (CA) I

POSITION NUMBER: 420-701-0109-025

INCUMBENT:

STATEMENT OF DUTIES: Under the general direction of the Crime Analyst Supervisor, the Crime Analyst (CA) I performs the basic analytical tasks associated with identifying, monitoring, and tracking offenders in the California Sex Offender Registry (CSOR), Registration Verification Unit (RVU). Duties include: analyzing criminal history and related information to establish a sex or arson offender's requirement to register pursuant to Penal Code (PC) sections 290 and/or 457.1; making preliminary determination if the subject's registration requirement should be terminated. This position processes routine and expedite requests for sex and arson offender information received from law enforcement and other criminal justice agencies to aid in the prosecution of offenders who have failed to register as required by law. Collect and prepare documentation for assessment review by the Deputy Attorney General (DAG) staff assigned to the CSOR.

SUPERVISION RECEIVED: Directly supervised by a Crime Analyst Supervisor. May receive technical direction from a Crime Analyst II or lead Crime Analyst III.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit at a desk, utilize a phone and computer, and type on a keyboard for extended periods of time. Ability to bend and reach above shoulders to retrieve files and/or documents.

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

ESSENTIAL FUNCTIONS:

40% Reviews, analyzes and responds to basic criminal history requests and inquiries received by the program concerning sex and/or arson offenders' duty to register in accordance with California laws and statutes. The CA I requests official documentation via telephone, written

correspondence, e-mail, or fax from various agencies including local, state, or OOS law enforcement and criminal justice entities, and subsequently interpret statutory codes and laws for updating criminal record information on sex and arson offenders. The CA I analyzes and/or reviews criminal records; gathers data using various external and internal systems conducts analytical research to aid in the identification and prosecution of offenders; contacts various courts, law enforcement and alternate State sex offender registries to request any missing or omitted documentation required to complete an assessment; and updates the information accordingly. Provides technical advice and recommendations to law enforcement agencies to respond to inquiries and resolve specific sex and arson offender issues.

- 30% Collects, reviews and prepares all case information and forwards it to the DAG for review and to determine if there is a duty to register in California. Analyzes and identifies records requiring further assessment due to legal complexity, assembles and forwards them to the CA II or CA Supervisor for review. Updates various databases that include the California Sex and Arson Registry and Automated Criminal History System. Prepares and sends registration status notification letters to both offenders and agencies with status information and updates. Interprets and applies a variety of complex policies, procedures, statutes, case law, and legal interpretations relating to PC sections 290 and 457.1 to determine if an offender is required to register for their offense. Certifies registration documents at the request of law enforcement and other criminal justice agencies to aid in prosecution.
- 20% Analyzes requests received for relief from registration originating from a sex and/or arson offender, or their designated attorney. Reviews and analyzes criminal history information and court documents submitted for review (e.g., Section 1203.4 PC dismissal actions and Certificates of Rehabilitation, etc.). Interprets and applies a variety of complex policies, procedures, and statutes to determine if the offender's registration requirement could be terminated and prepare termination package for review.
- 10% Assists with special projects, procedural updates, correspondence letters, training, phone coverage, maintaining monthly statistical reports and other related duties as assigned.

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

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

☐ *I am able to complete the essential functions and typical physical demands of the job, but will require 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 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