

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORD MANAGEMENT BRANCH
CRIMINAL RECORD UPDATE PROGRAM
ANALYSIS, TRAINING, & OUTREACH SERVICES SECTION

JOB TITLE: Associate Governmental Program Analyst (AGPA)

POSITION NUMBER: 420-76I-5393-0I9

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Staff Service Manager (SSM) I, the AGPA is part of a team that provides business analysis and support services to the Record Management Branch (RMB). The AGPA performs as a highly skilled, independent consultant for the RMB and supports the various program needs of the branch. The AGPA maintains strong relationships with internal and external stakeholders; consults with internal and external subject matter experts to meet statutory and case law mandates; analyzes program procedures, policies, and practices; identifies, documents, and implements changes to program procedures, training materials for both internal and external use, and productivity metrics; and supports continuous improvement processes within the branch from concept identification through project implementation.

The AGPA assists branch efforts to successfully meet mandates through high-value information technology (IT) and non-IT solutions, analyzes and documents business needs, business requirements, and concepts.

SUPERVISION RECEIVED: Under the general direction of the SSM I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time. Transport equipment and training materials. Lift equipment or boxes weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

ESSENTIAL FUNCTIONS:

40% Analyzes, evaluates, and resolves complex problems related to the collection, processing, maintenance, and storage of criminal history information. Ensures that processes,

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procedures, and practices adhere to statutory and case law mandates, as well as departmental policies. Ensures departmental processes and procedures protect the security, quality, and integrity of criminal history information. Analyzes existing and proposed processes and procedures regarding program responsibilities to ensure overall program effectiveness. Provides verbal and written summaries and recommendations to branch management.

Develops and conducts analytical studies and surveys to improve services to client agencies. Gathers and compiles data necessary for reports, memorandums, and provides completed staff work as required.

- 40% Develops manuals, specifications, brochures, and training materials for internal and external stakeholders related to criminal history information processes. Updates training materials as needed, reviews and updates procedure guidelines, and coordinates distribution to program staff. Develops and/or reviews criminal history improvement project documentation. Reviews and analyzes proposed legislation and advises branch management on the impact or potential impact to program services.

Assists the criminal history improvement efforts which includes development of business requirements; attends project meetings; provides input on recommendations and decisions; and communicates with criminal justice agencies to share related information, sets up user meetings, and solicits feedback. Participates in design, testing, and implementation phases throughout the project. Identifies issues of concern and assists with recommendations to branch management.

- 20% Represents the department at meetings and in discussions with various local, state, and federal criminal justice agencies which concern criminal history information submission and processing.

Assists management with special projects including, but not limited to, workload analysis, procedure and legal mandate analysis, and legislative analysis. Provides assistance to train, mentor, and direct other analysts.

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

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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's Signature Date

Supervisor's Signature Date