

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Disposition Resolution Unit / Firearms Record Review**

JOB TITLE: Crime Analyst Supervisor

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager (SSM) I, the Crime Analyst Supervisor (CAS) is responsible administering and supervising the day-to-day activities of the Disposition Resolution Unit (DRU) and Firearms Record Review (FRR) teams. The DRU team analyzes and interprets criminal history documents and resolves all complex errors or omissions prior to submission for entry into the Automated Criminal History System (ACHS). DRU will request missing arrest and court disposition information to comply with legal requirements for firearms and ammunition eligibility purposes. The FRR Team processes applications submitted by the public who were denied a firearms related permit, employment requiring the possession or ownership of a firearm, or the ability to purchase, sell, transfer, and/or register a firearm or ammunition after an initial eligibility background check was conducted.

The CAS provides guidance to analytical and technical staff processing firearm and ammunition eligibility checks and record reviews. The CAS coordinates and provides directions to staff by planning, organizing, and directing assignments and activities associated with the processing DRU and FRR duties. The CAS is the subject-matter generalists of all technical and interfacing activities between the various databases utilized by the unit. The CAS identifies, recommends, and implements changes to existing processes and procedures necessary to increase overall efficiency and acts as a liaison with other programs and units within the Department as well as external stakeholders to resolve possible problems with criminal history and firearms eligibility related records. The CAS performs supervisory duties related to hiring, training, development, and evaluation as well as collects data and prepares statistical reports relative to program operations. The CAS must have a thorough knowledge of California statutory code sections, the criminal justice system, and the laws and regulations governing eligibility to purchase/possess firearms and ammunition in California.

SUPERVISION RECEIVED: Directly supervised by SSM I.

SUPERVISION EXERCISES: Directly supervises the Disposition Resolution Unit and the Firearms Record Review Teams analysts and technicians.

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 20 pounds.

TYPICAL WORKING CONDITIONS: Work in an enclosed office in a smoke-free environment. Must work core business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. In response to critical workload, the CAS may be required to work mandatory overtime and on holidays.

ESSENTIAL FUNCTIONS:

- 40% Supervises, trains, and directs the Disposition Resolution Unit and Firearms Record Review teams. Is responsible for new program/procedure implementation, project management, and resource allocation. Develops team building activities, facilitates communication by participating in section staff meetings, conducts working meetings with personnel, monitors workflow to ensure production and quality goals are met, assists in drafting firearms/ammunition eligibility processing procedures, and conducts research to resolve issues by working with Bureau of Firearms (BOF) staff, the Bureau of Criminal Information and Analysis, the Justice Data and Investigative Services Bureau, and the Application Development Bureau.
- 15% Prepares monthly statistical data for management as required through regulations and legislation; prepares and maintains procedure manuals; and changes processes or procedures in response to policy or legislative changes. Assists with developing Budget Change Proposals (BCPs) as needed and monitors and approves expenditure requests submitted by staff.
- 15% Reviews and offers suggested edits to procedure manuals, participates in drafting Information Bulletins concerning firearms/ammunition issues, conducts research, prepares reports, and makes recommendations for information processing, automated systems development, and the use of new technologies to achieve program goals.
- 10% Ensures policies, operating procedures, and personnel and labor relation matters are consistently managed. Manages and evaluates staff utilization, production activities, and individual employee job performance in performance evaluations. Oversees the hiring of personnel and the section's affirmative action efforts. Assists BOF management in the development of long-term plans and makes recommendations on administrative matters within the BOF.
- 10% Coordinates with the BOF legal counsel to obtain legal opinions/advice and interpretations of state/federal statutes and facilitates resolution of the most difficult firearm/ammunition eligibility determinations and record review challenges. Responds to more complex problems associated with phone calls, emails or other written correspondence from local law enforcement and other criminal justice agencies.
- 10% Provides information and makes recommendations to BOF management on state, federal, and local laws, policies and plans which affect firearms/ammunition laws/regulations including legislative proposals and new management priorities. Makes presentations relating to firearm/ammunition issues to management, law enforcement, and various criminal justice agencies. Provides documentation or testifies in court proceedings related to firearm/ammunition ownership eligibility determinations. Works on various projects and other duties as required.

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