

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS**
Roster and Laboratory Certification Program

JOB TITLE: Associate Governmental Program Analyst

STATEMENT OF DUTIES: Under the direct supervision of the Bureau of Firearms (BOF) Special Agent Supervisor (SAS), the Associate Governmental Program Analyst (AGPA) provides analytical and technical support in the areas of state firearms laws and regulations, specifically those relative to SB 15, AB 106 and SB 130. The AGPA will process and review handgun and Firearm Safety Device (FSD) laboratory certification applications, conduct onsite inspections, and issue certifications to laboratories to conduct FSD and handgun testing. The AGPA, working in conjunction with the BOF SAS, will administer the certification and oversight of laboratories; maintain the DOJ handgun roster, FSD roster, and samples of handguns and FSDs certified for sale within the state; receive and process appeals to certification denials, and conduct decertification of handguns.

SUPERVISION RECEIVED: Directly supervised by the SAS.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS:

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 40 pounds. Will be required to travel out of the state at least once a year for a period not to exceed 10 working days.

ESSENTIAL FUNCTIONS:

- 25% Analyze test reports from the certified laboratories and place the qualifying handgun and/or FSD on the corresponding DOJ roster legal for manufacture, import, or sale in the state; issue notifications to entities seeking certification of handguns on the results of the safety and drop testing; review and evaluate lab reports, and process final approval of FSDs and renewals for certified handguns; implement internal procedures and administrative hearing procedures for appeals and challenges to handguns and FSDs that fail certification testing; and notify federally licensed firearms dealers, manufacturers, importers, wholesalers, and law enforcement agencies whenever a handgun is approved or removed from the roster.
- 20% Maintain the Roster of Handguns Certified for Sale and the Roster of FSDs Certified for Sale in the state of California; maintain a prototype of all certified handguns and FSDs in a secure, safe storage. Develop, edit, and maintain an inventory of the handguns and FSDs for subsequent verification and validation purposes.

- 15% Design, plan, and implement new and/or program modifications in response to changing statutory requirements because of new legislation. These responsibilities require detailed knowledge of program operations, statutes, regulations, and firearms issues. Responsible for independent research, analysis, and completing written and/or oral presentations on firearms policy issues to departmental and divisional management, and providing recommendations and solutions on a wide variety of firearms issues.
- 15% Provide responses via telephone communication and written correspondence to law enforcement agencies, firearms dealers, handgun and FSD manufacturers, handgun and FSD testing laboratories, and the public regarding firearm legislation, Roster of Handguns Certified for Sale, Roster of FSDs Certified for Sale, and reporting requirements.
- 10% Organize and conduct monthly handgun and FSD Committee Meetings; compile information such as test results and specifications for the handguns and FSDs that manufacturers and wholesalers are requesting be placed on the Roster of Handguns Certified for Sale and the Roster of FSDs Certified for Sale and present the findings to the SAS, the Director, Deputy Attorney's General, Assistant Director(s), and Special Agent(s) in Charge.
- 10% Participate in the review and processing of laboratory applications and inspections; prepare reports and recommendations based on inspections; and issue laboratory certifications.
- 5% Develop Information Bulletins regarding all aspects of BOF for dissemination to the firearms dealers, law enforcement, handgun and FSD manufacturers, testing laboratories, importers, the public, and special groups, etc.; develop issue memos including problem identification, data analysis, considerations of alternatives, and appropriate recommendations on the formulation of program procedures and policy. Updates related summary reports and annual state-mandated publications for the BOF.

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