

DEPARTMENT OF JUSTICE
BUREAU OF INVESTIGATION
Tax Recovery in the Underground Economy (TRUE) Task Force
420-988-0110-001

JOB TITLE: Crime Analyst II (Tobacco)

STATEMENT OF DUTIES: Under the supervision of the Special Agent Supervisor, the Crime Analyst II will assist the Special Agent-in-Charge, Special Agent Supervisor, Special Agents and Task Force Agents in the investigation of criminal tobacco organizations. The CA II is responsible for various consultative assignments, including program evaluation, policy analysis, planning, and training. The CA II performs analytical assignments focused on the principles and techniques of investigating underground economy investigations, record keeping, and statistical reporting for the TRUE Task Force, specifically TRUE tobacco investigations. The CA II is expected to consistently exercise a higher degree of analytical skills, initiative, independence, and originality in performing their duties. Sound judgment and excellent communication skills are essential.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor / Task Force Commander.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Sedentary; computer is utilized on a daily basis to perform and/or complete tasks such as a variety of correspondence, reports, initiating and/or responding to e-mail, conducting research (i.e. Open source information via the internet), creating spreadsheets.

TYPICAL WORKING CONDITIONS: Non-smoking enclosed environment, occasionally required to travel, operate a state vehicle, and work extended hours.

ESSENTIAL FUNCTIONS

40% Provide consultation and recommendations to the law enforcement personnel involving Tax Recovery in the Underground Economy (TRUE) investigations derived through analytical case information; evaluate and analyze tobacco fraud investigations; develop a statewide investigative system model for link analysis; correlate and link TRUE tobacco offenders to victims and ongoing statewide tobacco investigations; create and edit instructional materials to clarify procedures related to TRUE tobacco investigations; lead work groups or teams to accomplish work assignment objectives and goals associated with the preparation of complex tobacco conspiracy investigations; these complex investigations include sophisticated tobacco investigations, which require significant

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levels of analytical review and reporting of documents related to the identified schemes. Documents are reviewed from the DOJ Tobacco relativity database, bank warrant data, bill of ladings, and other related material provided by law enforcement partners; write technical reports documenting project and program assignments and activities such as program evaluation results and research findings regarding TRUE tobacco investigations.

- 20% Evaluation of criminal record data requested by law enforcement; develop, utilize, and maintain spreadsheet programs to monitor and report investigations; maintain tobacco grant requirements and research other grant options. Maintain the statewide TRUE tobacco spreadsheet consisting of seized international tobacco into California. Research information from the data identifying targets subject to investigation by TRUE. Collaborate with other CA II's within the program to identify specific regional targets; prepare investigative packages, target packets and link analysis to new or on-going tobacco investigations.
- 20% Respond to Assistant United States Attorneys, District Attorneys, Deputy Attorney Generals, and City Attorneys requests for assistance related to the Tax Recovery in the Underground Economy and assist with court preparation involving tobacco investigation, but not limited to.
- 10% Work independently to analyze problems, prepare alternative solutions, and make recommendations on issues such as memorandums of understanding with state, federal and local agencies, administrative reporting of short term grant projects; prepare reports, correspondence, studies and assignments as directed by management; develop and/or prepare administrative procedures and/or policy as directed by the BI SAC and/or the designee; provide support to the program on day-to-day operations and responsibilities for administrative and program projects.
- 10% Other duties as assigned, supporting the mission of the task force and department.

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.

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- ☐ 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's Signature

Date

Supervisor's Signature

Date