

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS**

JOB TITLE: Crime Analyst I

STATEMENT OF DUTIES: Under the general supervision of a Crime Analyst Supervisor (CAS) or a Staff Services Manager (SSM) I, the Crime Analyst (CA) I may perform any of the following technical and analytical duties: analyzing criminal history information and other firearms and ammunition related records to determine the eligibility of a person to own or possess firearms and/or ammunition in California; processing incoming firearm reports; responding to requests and issues from firearms applicants, law enforcement, criminal justice agencies, and other departments, for information on various firearms issues or laws; receiving, reviewing, identifying, and processing applicant and firearm information; and providing oral and written correspondence to applicants. The above-described functions involve querying various databases and requesting and reviewing files. The CA I contacts state and federal criminal justice agencies, firearms and ammunition dealers, to obtain and/or clarify information related to various firearm and/or ammunition issues or laws. The CA I must have a thorough knowledge and understanding of California statutory codes, the criminal justice system, and regulations governing eligibility to purchase/possess firearms and/or ammunition in California.

SUPERVISION RECEIVED: Directly supervised by the CAS or SSM I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Required to operate a telephone, desktop scanner, a copy machine, a printer and a personal computer with the ability to sit, type, rotate, bend, reach and work at a computer workstation for a minimum of 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 open work area and smoke-free environment. Must work core business hours Monday through Friday or Sunday through Wednesday. May be required to work mandatory overtime during the work week, weekends, and holidays or may be required to assist other BOF program units as organizational priorities arise. Some positions may offer telework opportunities, however, operational needs dictate this availability. Some positions may not offer the ability to telework at all. Must be able to work in a law enforcement environment.

ESSENTIAL FUNCTIONS:

- 40% Conducts extensive background eligibility checks and criminal history analysis by accessing various data base systems. Analyzes and evaluates essential data in order to form a conclusion and determine firearm and ammunition eligibility. Interprets and applies laws such as the California Penal Code, the California Welfare and Institutions Code, the California Health and Safety Code, departmental policies and procedures, out-of-state documentation, legal interpretations from the Attorney General's Office, and United States Military orders related to background checks for firearms eligibility.
- 20% Reviews and processes incoming firearm ownership reports and forms for completeness, accuracy, legality of firearms, and to ensure they are in compliance with state and federal laws and regulations. Reviews incomplete or inaccurate applications, identifies errors or discrepancies on applications and/or reports, and takes independent action to resolve the problem(s) prior to the applicant's background firearms eligibility check.

- 15% Searches for, identifies, analyzes, compares, and evaluates personal descriptive information utilizing various database systems in order to process and complete firearm ownership reports. Researches complex circumstances relative to both firearm ownership reports and criminal history records and elevate issues to senior staff/management. Correlates and disseminates information as investigative leads to Bureau of Firearms special agents regarding prohibited subjects. Researches and resolves inconsistent information in DOJ databases.
- 5% Inquires, enters, modifies, updates, and verifies prohibited applicant information in DOJ databases. Inquires, modifies, updates, and verifies Problem Resolution Disposition Information forms (PRDI), criminal dispositions related to Arrests online (AOL), and No Longer Interested (NLI) notifications submitted by law enforcement agencies.
- 5% Verifies active warrant information and obtain missing out-of-state disposition information, as well as establishes the relationship in domestic violence cases by contacting the appropriate in-state and out-of-state arresting agencies, courts, military branch, POC, and/or federal agencies associated with the record, via phone, fax, and or email.
- 5% Contacts out-of-state law enforcement or government agencies to obtain disposition information for felony or certain specified misdemeanor arrests; contacts mental health facilities to determine the identity of certain firearm and ammunition purchasers; and collects and retains any pertinent records for future reference. Contacts state and federal criminal justice agencies to obtain and/or clarify information related to various firearm and/or ammunition issues or laws.
- 5% Maintains and updates logs and spreadsheets. Calculates, verifies, logs, and deposits payments, and forwards fingerprint hard cards to the appropriate unit for processing. Mails approval or denial notifications to applicant agencies. Inquires and verifies data entry of applications.
- 5% Participates in meetings; reports to supervisor/manager any system related issues, defects, or system errors related to current functionality, future enhancements, or deployments; serves as back-up to other positions in the program as necessary; 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