

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

**JOB TITLE:** Associate Governmental Program Analyst (Limited Term)

**STATEMENT OF DUTIES:** Under the general direction of the Bureau of Firearms (BOF) Staff Services Manager (SSM) I of the Legislation Unit (LU), the Associate Governmental Program Analyst (AGPA) Limited Term (LT) is responsible for coordinating and promulgating regulations with respect to a designated bill, and serving as a liaison on behalf of the BOF to ensure timely completion of the assigned regulatory package. The AGPA may be required to work overtime on occasion.

**SUPERVISION RECEIVED:** Directly supervised by the SSM I of the LU.

**SUPERVISION EXERCISED:** None

**WORKING CONDITIONS:** Works in an open work area in a smoke-free environment. Work should be performed during core business hours 8:00 a.m. to 5:30 p.m., Monday through Friday.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate, and work at a computer workstation for up to a minimum of eight hours a day to prepare work assignments. Ability to lift and move items weighing up to 25 pounds.

**ESSENTIAL FUNCTIONS:**

40% Promulgates new regulations and/or amends existing regulations on behalf of the BOF; serves as the liaison between the BOF, California Justice Information Services (CJIS) Division, Division of Law Enforcement (DLE), the Office of General Counsel (OGC), the Government Law Section (GLS), and the Office of Administrative Law (OAL) to prepare proposed text of regulations; solicits input from multiple BOF programs, information technology (IT) input from CJIS, conducts analytical research and review of legislation, California Penal Codes affected, and technical aspects of the proposed regulations before preparing documents included in the regulations package for internal review; responsible for maintaining a high level of confidentiality and chain of custody of the draft documents associated with the proposed regulatory package; requests and analyzes information provided by the Deputy Attorney General (DAG), executive management, and program managers to translate into regulatory language; reviews complex and highly technical firearms related manuals and documentation to gain an understanding of how specific BOF systems and programs will be impacted by legislative or regulatory changes, and incorporates research information into the proposed regulatory text; coordinates project meetings and works internally with the SSM I, BOF

program managers, executive management, and DAGs to solicit subject matter expert feedback; provides interpretation to executive management, program managers, enforcement teams, and other BOF staff to ensure understanding of the regulations and how, once implemented, they will impact the multiple programs throughout the BOF; identifies potential changes to internal and external processes resulting from regulations; provides feedback to CJIS as needed when regulations may require modifications of existing systems or design of a new system to carry out legislatively mandated requirements.

- 30% Conducts analytical research to determine which California Penal Code sections and the BOF/DLE policies and procedures may be affected by the proposed regulations; consults the OAL reference attorneys for clarification; identifies anticipated legal challenges or potential issues, and offers solutions to streamline the regulations process to ensure successful completion of the regulations package; works with the GLS, the Attorney General's Office, and the OAL to address any potential and anticipated problems with proposed regulations; coordinates emergency meetings to gather input from programs directly affected by the implementation of new regulations and addresses concerns to ensure the timely review of the regulatory package; works with the BOF Forms Coordinator on the creation of new forms and/or required revisions to existing forms that are incorporated by reference into regulatory packages.
- 15% Assists with legislative bill analyses as needed to back up other analysts in the unit, including liaising with the BOF and other Department of Justice (DOJ) staff regarding the preparation of legislative bill analyses; reviews bill analyses for completeness and compliance with existing state and federal laws and regulations, DOJ and BOF policies, procedures, and practices; provides interpretation of legislation to BOF management and enforcement teams on how to implement legislative mandates that affect the BOF.
- 10% Assists with Public Records Act requests as needed to back up other analysts in the unit; responsible for searching the BOF's electronic and hard copy files for relevant information and analyzes all records pertinent to the request; analyzes, evaluates, and determines what information should be released based on review and analysis of data and the application of laws, and is responsible for the preparation of information accessible to the public, including redaction of all unauthorized information.
- 5% Other miscellaneous administrative duties as assigned by management.

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