

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU**  
**INVESTIGATIVE SERVICES BRANCH**  
**LAW ENFORCEMENT SUPPORT PROGRAM**  
**INFORMATION EXPEDITE SERVICES SECTION**  
**COMMAND CENTER UNIT**

**JOB TITLE:** Crime Analyst I (CA I)

**POSITION NUMBER(S):**

**INCUMBENT:**

**STATEMENT OF DUTIES:** Under the direction of the Crime Analyst Supervisor (CA Sup), the CA I is responsible for providing support for all IESS Command Center operations which includes providing criminal history for investigative purposes, database assistance with stolen vehicles/ missing persons/ wanted persons, and back up for special programs after hours.

**SUPERVISION RECEIVED:** Directly supervised by the Crime Analyst Supervisor (CA Sup).

**SUPERVISION EXERCISED:** None.

**TYPICAL WORKING CONDITIONS:** Cubicle workstation in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 45% Respond to requests for criminal history information from law enforcement and criminal justice agencies for investigative purposes. Provide criminal history information based on the requester's "need to know" (compelling need or purpose) and "right to know" (as defined in the California Codes and/or court rulings). Ensure that only authorized persons and agencies receive criminal history information in accordance with all federal and state "rights to privacy and confidentiality" laws and requirements. Review all information contained in each criminal history file to ensure restricted information is not released in accordance with all appropriate laws, statutes, regulations and court decisions.
  
- 35% Monitor radio traffic, respond to inquiries, and provide assistance to Department of Justice (DOJ) Special Agents and the Facility Protection Unit after regular business hours. Receive and process calls regarding database assistance and other various requests for other DOJ programs after regular business hours. Answer the DOJ Identity Theft Registry and Missing Persons Hotlines and initiate appropriate action, including relaying information to the appropriate local law enforcement agency after regular business hours.

- 20% Provide back-up for other Bureau programs, generally after regular business hours. Assist criminal justice agencies in the use of the California Justice Information Systems (CJIS) and the National Crime Information Center (NCIC) systems. Respond to inquiries in the Child Abuse Central Index (CACI). Maintain a statewide emergency roster for key DOJ personnel. Respond to and process “10-minute hit confirmations”. Receive and relay reports of death or serious injury on state property. Train new personnel. Update and review the Command Center daily log. Pull manual folders and pick-up or deliver documents to other units. Transmit statewide requests and messages to the appropriate destinations. Access the Transportation Security Administration (TSA) database to assist law enforcement officers with acquiring confirmation codes that enable them to carry weapons aboard commercial air flights.

*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.*

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Employee Signature

Date

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Supervisor Signature

Date