

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS  
Regulatory Compliance Unit**

**JOB TITLE:** Field Representative

**STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager (SSM) I, the Field Representative (FR) in the Bureau of Firearms (BOF), Regulatory Compliance Unit (RCU) independently conducts statewide inspections of licensed firearms dealers, manufacturers, exempted federal firearm licensees, ammunition vendors, and gun show producers licensed to operate in California to verify compliance with state gun show, firearm, and ammunition laws and regulations while conducting business at gun show events and licensed locations; communicates with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) investigators regarding inspection findings or referrals; represents the department to firearm dealers, manufacturers, exempted federal firearm licensees, ammunition vendors, gun show producers, and the public regarding firearm laws, regulations and information/issues; provides training to various stakeholders regarding reporting and other firearms and ammunition laws, regulations, and information/issues; assists with the implementation of newly legislated statewide programs and with promulgating regulations on behalf of the Department; provides information via telephone and answers written correspondence pertaining to firearm laws and regulations; provides analytical assistance to bureau staff regarding firearm laws and regulations; plans, schedules, conducts, and/or attends inspections, training, seminars, and conferences; participates in team training as needed.

**SUPERVISION RECEIVED:** Reports directly to the SSM I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Travel frequently throughout California driving an automobile or flying on an airline. Travel may be required for up to one week at a time. Transport equipment and training materials. Lift equipment or boxes weighing up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** In the field and in a modular cubicle in a smoke-free environment. In response to critical workload, the Field Representative may be required to work more than 40 hours per week. May be required to work weekends when inspecting gun show events. This position requires travel for official state business, which may require using a personal vehicle. Mileage reimbursement will be provided in accordance with state regulations. Must possess and maintain a valid California driver's license and carry adequate vehicle insurance, as required by state policy.

**ESSENTIAL FUNCTIONS:**

40% Conducts, schedules, and plans inspections of licensed firearm dealers, ammunition vendors, manufacturers, exempted federal firearm licensees, and gun show producers to verify compliance with state firearm laws and regulations. The inspection includes: 1) scheduling/notifying dealers; 2) conducting an open conference; 3) records inspection; 4) inventory reconciliation; 5) facility/security inspection 6) interview; and 7) a closing conference. Prepares highly detailed, formalized summary reports, which capture the totality of the inspection. These summary reports include pertinent information related to the inspection and may be used in license revocation hearings and/or criminal complaints against some of the most egregious firearm dealers. Updates and maintains procedures for the inspections, including recommendations for follow-up inspections. When appropriate, provides information and assistance to law enforcement entities, including local law enforcement agencies, BOF Special Agents, and the ATF regarding firearm dealer inspection findings.

- 30% Plans and conducts statewide training and provides information to licensed firearm dealers on the reporting and submissions of Dealer's Record of Sale information, recordkeeping requirements, security requirements, and the FSC Program requirements with the use of Webinars or on-site.
- 15% Assists with the implementation of newly mandated statewide programs. Participates in the design, development, and enhancement of new/existing automated systems. Assists with the dissemination of regulations on behalf of the Department. Makes recommendations to the SSM I on the impact of legislation.
- 10% Provides information via telephone and assists with responses to incoming correspondence regarding state firearm and ammunition laws and regulations to reporting entities.
- 5% Provides analytical assistance to BOF staff regarding various programs, plans and schedules seminars and/or trainings, assists with various automated/manual system development, participates in team trainings, and trains new staff. Testifies in court and administrative hearings involving regulatory or criminal issues involving firearm dealers.

*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

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS  
Regulatory Compliance Unit**

**JOB TITLE:** Crime Analyst III

**STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager (SSM) I, the Crime Analyst (CA) III in the Bureau of Firearms (BOF), Regulatory Compliance Unit (RCU) independently conducts the more complex statewide field audits of licensed firearms dealers, manufacturers, exempted federal firearm licensees, ammunition vendors, and gun show producers licensed to operate in California to verify compliance with California firearm statutes and regulations; communicates and coordinates between BOF and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) investigators regarding field audit findings or referrals; represents the department to firearm dealers, manufacturers, exempted federal firearm licensees, ammunition vendors, gun show producers, and the public regarding California firearm statutes and regulations; provides training to various stakeholders regarding reporting and other firearms and ammunition laws, regulations, and information/issues; reviews pending federal and state legislation for impact on the department and makes recommendations to management; provides information via telephone and answers written correspondence pertaining to firearm laws and regulations; provides analytical assistance to bureau staff regarding firearm laws and regulations; plans, schedules, conducts, and/or attends field audits, training, seminars, and conferences; participates in team training as needed; may act as lead for the most complex and/or large-scale field audits.

**SUPERVISION RECEIVED:** Reports directly to the SSM I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Travel frequently throughout California driving an automobile or flying on an airline. Travel may be required for up to one week at a time. Transport equipment and training materials. Lift equipment or boxes weighing up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** In the field and in a modular cubicle in a smoke-free environment. In response to critical workload, the Field Representative may be required to work more than 40 hours per week. May be required to work weekends when inspecting gun show events. This position requires travel for official state business, which may require using a personal vehicle. Mileage reimbursement will be provided in accordance with state regulations. Must possess and maintain a valid California driver's license and carry adequate vehicle insurance as required by state policy.

**ESSENTIAL FUNCTIONS:**

40% Conducts, schedules, and plans field audits of licensed firearm dealers, ammunition vendors, manufacturers, exempted federal firearm licensees, and gun show producers in compliance with California firearm statutes and regulations. Prepares formalized summary reports, which capture the totality of the field audit and the severity of violations. These summary reports include pertinent information related to the field audit and may be used in license revocation hearings and/or criminal complaints against some of the most egregious firearm dealers. Updates and maintains procedures for the field audit, including recommendations for follow-up field audits. When appropriate, provides database coordination between departmental programs and other law enforcement agencies and provides information and assistance to law enforcement entities, including local law enforcement agencies, BOF Special Agents, and the ATF regarding field audit findings.

- 30% Plans and conducts training for criminal justice agency personnel and firearm dealer licensees regarding California firearm statutes and regulations. Provides information to licensed firearm dealers on the reporting and submissions of Dealer's Record of Sale information, recordkeeping requirements, security requirements, and the FSC Program requirements with the use of Webinars or on-site.
- 15% Reviews pending federal and state legislation for impact on the department and makes recommendations to management. Assists with the implementation of newly mandated statewide programs. Participates in the design, development, and enhancement of new and/or existing automated systems and assists with the dissemination of regulations on behalf of the Department.
- 10% Provides information via telephone and assists with responses to incoming correspondence regarding state firearm and ammunition laws and regulations to reporting entities.
- 5% Provides analytical assistance to BOF staff regarding various programs, plans and schedules seminars and/or trainings, assists with various automated/manual system development, participates in team trainings, and trains new staff. Testifies in court and administrative hearings involving regulatory or criminal issues involving firearm dealers.

*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