

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Business Compliance Unit
Certificate of Eligibility Team**

JOB TITLE: Crime Analyst III

STATEMENT OF DUTIES: Under the supervision of the Supervisor (Sup) I in the Business Compliance Unit, Certificate of Eligibility (COE) Team, the Crime Analyst (CA) III provides support on a variety of duties, issues and concerns to the Bureau of Firearms (BOF) management and staff. The position requires extensive knowledge, interpretation, and administration of complex State and/or Federal firearm laws. The CA III is responsible for gathering, analyzing, tracking and reporting statistical information; acting as the subject-matter expert, demonstrating the knowledge and ability to work in multiple firearm disciplines when needed to ensure an accurate and timely work product; confirm compliance with state audit recommendations; ensuring the timely processing of COEs; and providing recommendations on system enhancements.

The CA III is responsible for training all new COE staff and act in a lead role, administering training plans and providing management with new trainee progress reports. The CA III will have extensive knowledge in the most complex research and analysis of the most complex initial and renewal COE applications. The CA III, as the subject matter expert, is responsible for the research, review, technical support, and analysis of the COE process and will ensure the work processes are completed within the time frames mandated by state law; recommend status on certificate issuance, denial or revocation. The CA III will be responsible for ensuring quality control is being conducted on CA II workload. The CA III will lead the development and implementation of database enhancements to the COE application in CFARS and databases utilized for firearm eligibility checks, including database testing. The CA III will develop, update, and maintain all policy and procedure manuals; provide technical assistance; update and track applicant information on various databases used by the Department of Justice; provide BOF management with statistical information; provide customer service via email, telephone, and/or written correspondence, and back up other analyst in the section.

SUPERVISION RECEIVED: Directly supervised by the Sup I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Required to operate a telephone, desktop scanner, a copy machine, a printer, and possess the ability to sit, type, rotate, and work at a computer workstation for up to 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 have a thorough knowledge of California statutory code sections and the criminal justice system and work core business hours Monday through Friday. 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.

ESSENTIAL FUNCTIONS:

- 40% In a lead capacity, trains new employees on background checks for initial and renewal Certificate of Eligibility applicants by reviewing and analyzing information in various databases such as the Automated Firearms System (AFS), Automated Criminal History System (ACHS), Wanted Persons System (WPS), Mental Health Firearms Prohibition System (MHFPS), California Restraining and Protection Order System (CARPOS), Department of Motor Vehicle (DMV), Applicant Processor, Law Enforcement Enterprise Portal (LEEP) National Instant Check System (NICS), and the National Crime Information Center (NCIC) database; researches and follows-up with law enforcement agencies, district attorney offices, and courts for missing criminal disposition information; updates and maintains applicant cancellations and modifications into CFARS; establishes and maintains all COE files. Independently performs the most complex duties related to complex background checks by researching complex issues related to firearm prohibitions.
- 35% Prepares training plans and provides monthly updates to management. Verifies trainee work by reviewing 10% of all backgrounds being conducted for quality control. Provides system training on a regular basis to CA IIs. Establishes and maintains desktop procedures within unit.
- 10% Provides customer service to law enforcement agencies and/or the public via telephone, email, and/or written correspondence explaining existing laws, changes in laws, law violations, complaints, COE application process, COE status and technical assistance, if needed. Updates and maintains call log. Prepares all correspondence and certificates for mailing, helps maintain inventory logs, and reviews incoming mail and incoming sub arrest records for prohibiting factors. Provides certification of records to law enforcement and district attorneys.
- 10% Participates in section meetings, maintains tracking and reporting requirements for monthly statistics, establishes and maintains desktop procedures, and provides back-up assistance to other analyst within the section. Reviews proposed legislation and conducts bill analyses relative to processing background eligibility checks in order to determine the impact to unit business processes.
- 5% Makes recommendations for system enhancements, creates requests using Jira software on system discrepancies, and assists with the development, testing, and implementation of system enhancements and bug fixes. This includes working in conjunction with Department of Justice Hawkins Data Center technical staff, BOF subject matter experts, and 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