

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

JOB TITLE: Crime Analyst I

STATEMENT OF DUTIES: Under the supervision of the Supervisor (Sup) I, in the Business Compliance Unit for the Ammunition Vendor Licensing (AVL) team, the Crime Analyst (CA) I is responsible for analyzing all initial and renewal Non-Firearms Dealers ammunition vendor licenses applications and maintaining the registry. The CA I ensures all subsequent licensing requirements are met in accordance with state law and regulations; including the process for the denial and/or revocation of these licenses; performs problem resolution to resolve incomplete records or documents; conducts preliminary research on ammunition vendor inquiries and analyzes the data to determine proper course of action; provides customer service assistance via email, telephone and/or written communication to licensed ammunition vendors, firearm dealers, local law enforcement agencies and the public; drafts and maintains procedures, compiles and analyzes statistical information; and also provides backup coverage to other units within the section, which may include; reviewing applications for completeness, background checks using various systems as they relate to ammunition vendors and their employees.

The CA I must have a thorough knowledge of California statutory code sections, the criminal justice system, and the laws and regulations governing eligibility to possess, manufacture or sell firearms. The CA I may be required to work mandatory overtime or may be temporarily redirected to other sections due to Bureau workload needs.

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 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.

ESSENTIAL FUNCTIONS:

- 40% Review and analyze Non-Firearms Dealers ammunition vendor license initial and renewal applications for completeness and ensure required documents and fees are received pursuant to DOJ regulations and the California Penal Code. Update license information to Centralized List (CL); track ammunition vendor licenses; issue licenses; and ensure all subsequent licensing requirements are adhered to in accordance with state law and regulations including denial and revocation correspondence. Update applicant information on the California ammunition vendor registry in CL. Analyze data to provide Field Representatives and firearms enforcement staff with investigative leads of unlicensed individuals. Research and investigate various types of complaints and fraudulent activity and determine appropriate action. Research various databases such as the California Firearms Applicant Reporting System (CFARS), CL, Dealer Record of Sale Entry System (DES), and referral information to identify any prior violations or adverse information to compile background information. Make recommendation to SSM I regarding findings and advise of any corrective measures to be implemented for resolution by the Field Representatives or firearms enforcement staff.

- 40% Prepare all correspondence and certificate for mailing, help maintain inventory logs and review incoming mail and incoming sub arrest records for prohibiting factors. Provide certification of records to law enforcement and district attorneys. Provide analytical assistance via email, phone and/or written communication to the public and various law enforcement agencies, as well as assisting with dealers, manufacturers, wholesalers, distributors, gun show promoters, and entertainer's firearms permits to explain existing laws, changes in laws, law violations, application processes for licenses, procedures for processing applications and address complaints.
- 15% Analyze criminal history records and other records from the various databases/systems in BOF, including: Automated Criminal History System (ACHS), Wanted Persons System (WPS), California Restraining and Protection Order System (CARPOS), Mental Health Firearms Prohibition System (MHFPS), National Instant Check System (NICS), and the National Crime Information Center (NCIC) database, to determine eligibility of persons to own or possess firearms and ammunition; have extensive knowledge of prohibiting criminal history convictions, and apply state and federal laws when determining length of firearm prohibition. Prepare the approval package for the applicant, which includes generating correspondence and specific licenses. Perform problem resolution to resolve incomplete records/documents by contacting applicants via email, phone or written correspondence to clarify or obtain additional information.
- 5% Participate in section meetings, maintain tracking and reporting requirements for monthly statistics, establish and maintain desktop procedures and provide back-up assistance to other analyst within the section.

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