

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

JOB TITLE: Crime Analyst II

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) II is responsible for analyzing all initial and renewal COE applications for completeness and update information into the California Firearms Applicant Reporting System (CFARS). The CA II will conduct the associated firearm eligibility check to determine if the applicant is not prohibited from acquiring or possessing firearms, by researching California and federal statutes, 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. The CA II, 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 II 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 II, 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.

The CA II must have a thorough knowledge of California statutory code sections and the criminal justice system. The CA II 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. Must work core business hours Monday through Friday and 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% Process 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

- 20% Inquires, enters, modifies, updates, and verifies applicant information in DOJ databases. Research and follow-up with law enforcement agency, district attorney offices, and courts for missing criminal disposition information; update and maintain applicant cancellations and modifications into CFARS; establish and maintain all COE files.
- 25% 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. Update and maintain call log.
- 10% 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.
- 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

