

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORD MANAGEMENT BRANCH
CRIMINAL RECORD UPDATE PROGRAM
ANALYSIS, TRAINING, & OUTREACH SERVICES SECTION

JOB TITLE: Analyst II

POSITION NUMBER: 420-761-5393-033

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Supervisor (SUP) I, the Analyst II (AN II) provides business analysis and support services to the Record Management Branch (RMB). The AN II is responsible for performing as a highly-skilled, independent consultant for the RMB and is assigned duties that support the various program needs of the branch. The AN II maintains strong relationships with internal and external stakeholders; consults with internal and external subject matter experts to meet statutory and case law mandates; analyzes program procedures, policies, and practices; identifies, documents, and implements changes to program procedures, training materials for both internal and external use, and productivity metrics; and supports continuous improvement processes within the branch from concept identification through project implementation.

The AN II assists branch efforts to successfully meet mandates through high-value IT and non-IT solutions by performing analysis and documenting business needs, business requirements, and concepts.

SUPERVISION RECEIVED: Under the general direction of the Supervisor (SUP) I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time. Transport equipment and training materials. Lift equipment or boxes weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

ESSENTIAL FUNCTIONS:

40% Analyzes, evaluates, and resolves complex problems related to the collection, processing,

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maintenance, and storage of criminal history information. Ensures that processes, procedures, and practices adhere to statutory and case law mandates, as well as departmental policies. Ensures that departmental processes and procedures protect the security, quality and integrity of criminal history information. Analyzes existing and proposed processes and procedures with regard to program responsibilities, to ensure overall program effectiveness. Provides verbal and written summaries, and recommendations to branch management.

Develops and conducts analytical studies and surveys to improve services to client agencies. Gathers and compiles data necessary for reports, memorandums, and provides completed staff work as required.

- 40% Develops manuals, specifications, brochures, and training materials for internal and external stakeholders related to criminal history information processes. Updates training materials as needed. Reviews and updates procedure guidelines, and coordinates distribution to program staff. Develops and/or reviews criminal history improvement project documentation. Reviews and analyzes proposed legislation and advises branch management on the impact or potential impact to program services.

Assists the criminal history improvement efforts which includes: developing business requirements; attending project meetings; providing input on recommendations and decisions; and communicating with criminal justice agencies to share related information, set up user meetings, and solicit feedback. Participates in design, testing, and implementation phases throughout the project. Identifies issues of concern and assists with recommendations to branch management.

- 20% Represents the department at meetings and in discussions with various local, state, and federal criminal justice agencies, concerning criminal history information submission and processing.

Assists management with special projects including, but not limited to, workload analysis, procedure and legal mandate analysis, and legislative analysis. Assists in training, mentoring, and directing other analysts.

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

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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's Signature

Supervisor's Signature Date