

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORD MANAGEMENT BRANCH
CRIMINAL RECORD UPDATE PROGRAM**

JOB TITLE: Crime Analyst (CA) II

POSITION NUMBER: 420-761-0110-001

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) I, the CA II serves as a subject matter expert on the entire arrest and disposition lifecycle, which includes a broad perspective on maintaining the criminal history repository associated with manual and electronic collection of data. The CA II will verify that record maintenance processes, procedures, and practices are consistent throughout the program; especially ensuring that rules and requirements are applied consistently regardless of the source submission being manual or electronic. The CA II will provide analysis, findings, and recommendations regarding manually and electronically updated records in the criminal history repository. The CA II will assist with providing expert feedback for changes to procedures, processes, and practices that are successfully documented and implemented within the update program.

The CA II will oversee the full training process for Program Technician staff by reviewing training materials, trainee's work for accuracy and completeness, and working with management to develop training strategies. The incumbent will assist with the development and maintenance of training documents, manuals, reference materials, training plans and production unit averages; and perform quality assurance and data verification.

The CA II will use computers and various computer applications to analyze and communicate information in the appropriate format, work more efficiently, and improve work processes and products.

SUPERVISION RECEIVED: Under the general supervision of the SSM I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time.

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% Act as a lead in the full training process for Program Technician staff by reviewing training documentation. Verify trainee’s work for accuracy and completeness, and work with management to develop training strategies. Provide feedback to management and trainees throughout the training period and utilize additional training plans as needed. Ensure that changes to processes and procedures are implemented into training accurately, efficiently, and timely.

- 40% Analyze individual criminal history records associated with the manual and electronic collection, maintenance, and storage of criminal history information. May assist with identifying and resolving reporting problems and assisting with alternative solutions for program operations. Assists from an update perspective when conducting complex technical analysis that pertains to enhancements, testing, implementation, and monitoring of the automated systems utilized by the program. Evaluate program’s ability to protect the security, quality and integrity of criminal history information. Make program updates to the criminal history repository and acts as a lead in performing the most complex criminal history updates.

- 20% Provide verbal and written summaries and recommendations to branch management. Communicate ideas and facts to individuals or groups effectively. Apply knowledge that is acquired through formal training or extensive on-the-job experience to perform duties.

I have read and understand the duties and essential functions of the position and can perform these duties with or without 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’s Signature

Date

Supervisor’s Signature

Date