

**DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU
INVESTIGATIVE SERVICES BRANCH
LAW ENFORCEMENT SUPPORT PROGRAM
INVESTIGATIVE DATABASE SERVICES SECTION**

JOB TITLE: Crime Analyst I

POSITION NUMBER: 420-701-0109-014

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the direction of the Supervisor I, the Crime Analyst I (CA I) provides assistance to law enforcement agencies regarding various Criminal Justice Information System (CJIS) databases overseen by the Investigative Database Services Section (IDSS), which include the Automated Property System, the California Restraining and Protective Order System, the Supervised Release File, the Stolen Vehicle System/Automated Boat System, and the Wanted Persons System. The CA I assists with quality control by monitoring data entered into various databases; provides comprehensive reports as requested by stakeholders; monitors and responds to communication from stakeholders; and assists with review and updates various resource publications.

SUPERVISION RECEIVED: This position is directly supervised by the Supervisor I

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to eight hours a day to prepare work assignments. Ability to lift and move items 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% Performs special searches of agency records within the databases overseen by IDSS as requested by stakeholders, which includes IDSS staff and law enforcement agencies. Submits data extract requests via JIRA as needed and acts as the liaison between IDSS and the Hawkins Data Center on data extract requests.
- 25% Provides backup assistance to IDSS units. Monitors communication from stakeholders,

Duty Statement
CA I – JDISB/ISB/LESP/IDSS

conducts transactions on behalf of law enforcement agencies within the various databases overseen by IDSS, and reconciles record sync issues between CJIS databases and various National Crime Information Center databases.

- 20% Researches, reviews, and analyzes data contained within the databases overseen by IDSS for record quality, business rule compliance, resource enhancement, and for special projects as needed. Conducts user acceptance testing.
- 15% With assistance from the Supervisor I, prepares documentation to present findings on technical and other issues within the databases overseen by IDSS.

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.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee's Signature Date

Supervisor's Signature Date