

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Quality Assurance Unit**

JOB TITLE: Crime Analyst II

STATEMENT OF DUTIES: Under the direction of the Crime Analyst Supervisor (CAS), the Crime Analyst II (CA II) provides extensive, initial training to new Crime Analyst Is (CA I) on the Eligibility Clearance Unit, Firearms Record Review Team, Employment Subsequent Notification (ESN) Team, Carry Concealed Weapon (CCW) Background Teams, and Armed and Prohibited Persons Unit. CA Is determine the eligibility of a person to own or possess a firearm and ammunition by querying various databases and analyzing the records obtained.

The CA II conducts quality control reviews of 10% of background eligibility checks made by CA Is to ensure the determinations are accurate. The CA II is also responsible for assisting with developing Quality Assurance Unit (QAU) processing procedures, workload tracking logs, and unit statistical reports. The CA II provides one-on-one training on a regular basis, as well as group refresher trainings as needed, to the CA Is and other Bureau staff with regard to eligibility check determinations and associated processes. The CA II acts in a lead capacity to resolve the most complex criminal and firearm record related issues specific to background eligibility checks. The CA II provides direction and assistance to staff on workload processes, conducts research, and works directly with law enforcement and other government agencies. The CA II works with the Hawkins Data Center (HDC) information technology staff to develop, test, and implement system enhancements to the section's databases. In response to critical workload, the CA II may be required to work mandatory overtime and may not be granted time off during the months of November and December.

SUPERVISION RECEIVED: Directly supervised by the CAS.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: 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 between core business hours of 7:00 a.m. and 5:00 p.m., Monday through Friday.

ESSENTIAL FUNCTIONS

- 30% Provides new CA Is extensive training on the following: the criminal justice process, establishing an individual's identity, accessing criminal history databases, interpreting criminal history records and other relevant Department and court records, interpreting the California Penal Code, Welfare and Institution Code, Health and Safety Code, and Federal Regulations in order to determine a person's eligibility to own or possess firearms and ammunition. Reviews determinations made by each CA I in training in order to ensure a thorough and proper analysis was conducted as it relates to each determination and that proper documentation was made in accordance with Bureau standards.

- 30% Conducts quality assurance review of 10% of firearms and ammunition eligibility checks made by the Eligibility Clearance Unit, ESN Team, CCW Background Teams, and the Armed and Prohibited Persons Unit to ensure a thorough and proper analysis was conducted as to an individual's eligibility to own or possess firearms and ammunition.

- 15% Provides technical expertise to research and resolve unusual or extraordinarily complex issues arising from criminal history or other firearm and ammunition eligibility related documents. Assists with developing unit processing procedures; advises the CAS and SSM I of any changes and/or problems with firearms databases and works with appropriate HDC personnel to resolve information technology issues; advises the CAS and SSM I of legal opinions/advice needed from the Attorney General's staff regarding eligibility statutes or procedures.

- 10% Works with CAS and the SSM I to develop training material and conduct Bureau-wide training presentations as well as participates in Bureau Consistency Committee meetings to ensure standards of consistency throughout the Bureau.

- 10% Participates in meetings with HDC IT staff as necessary to affect system enhancements as necessary. Collects, analyzes, and evaluates program business requirements and communicates them to HDC staff involved in the system development and database enhancement efforts. Participate in User Acceptance Testing (UAT) as it pertains to the background processes; prepares monthly reports and statistical information for the bureau.

- 5% Participates in section staff meetings and/or working meetings; other duties as required.

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