

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Firearms Information Technology Systems Modernization Unit
420-523-5393-XXX**

JOB TITLE: Analyst II (12-Month Limited Term)

STATEMENT OF DUTIES: Under the general direction of the Firearms Information Technology Systems Modernization (FITSM) section Supervisor I (SUP I), the Analyst II (AN II) will perform a variety of tasks relating to the analysis, development, implementation, and modernization of various automated systems throughout the Bureau of Firearms (BOF). The BOF frequently implements new legislative mandates, therefore the AN II must be able to interpret multiple and competing objectives, analyze situations, identify and solve problems, and draw valid conclusions to develop effective recommendations on IT enhancements necessary to comply with new and existing legislation. The position requires extensive knowledge of complex State and/or Federal firearm laws.

The AN II is responsible for reviewing technical specification documents, comparing functional requirements to business rules, business process documents, and workflow diagrams to identify and document discrepancies and omissions that do not align with current firearms and/or ammunition legislation; providing recommendations on system enhancements to improve upon the current databases used by the BOF staff and modernize the bureau's automated systems; and assisting with the development, testing, and implementation of system enhancements needed to comply with existing and upcoming legal mandates. The AN II will be tasked with ensuring proposed system updates are in compliance with mandated reporting requirements and timeframes and align with the approved FITSM project objectives, scope, program strategic plan, and enterprise roadmap. Must be able to work independently and demonstrate discretion and flexibility. The AN II will be required on occasion to work overtime, which may include weekends and holidays.

SUPERVISION RECEIVED: Supervised by the SUP I.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

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 25 pounds.

ESSENTIAL FUNCTIONS:

- 40% Participates in Joint Application Development (JAD) sessions, reviews information technology (IT) specification documents, compares functional requirements to business rules, business process documents, workflow diagrams and identifies and documents discrepancies and omissions as it pertains to the BOF's legislative mandates. Collaborates with all sections to identify and document current business processes, workflows, and requirements mandated by legislation. Identifies Firearms IT systems that support each business process, including BOF specific databases. Participates in the review of deliverables provided by contractors (including system specifications, business requirements, workflows, and functional and non-functional requirements).
- 35% Conducts legislative analysis and research to determine new system implementation and system enhancement requirements as a result of new legislation and updated processes. Conducts research to determine existing system functionality business requirements to ensure consistency among processes, if necessary. Identifies issues or inconsistencies and provides recommended solutions.
- 15% Performs assigned project activities for respective business functions, components, and processes as defined in the Project Schedule. Reviews and provides input, feedback, and clarifications to the FITSM Project on assigned items. Coordinates and collaborates with project team members and stakeholders. Supports and adheres to approved project governance and management processes.
- 10% Attends system development meetings with the BOF management and subject matter experts, and the California Justice Information Systems (CJIS) Division and also attends stakeholder meetings; assists with special projects and performs other duties, as assigned by the SUP I.

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