

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Disposition Resolution Unit**

JOB TITLE: Analyst I

STATEMENT OF DUTIES: Under the general direction of the Bureau of Firearms (BOF) Supervisor (Sup) I, the Analyst (An) I provides analytical and technical support on a variety of duties related to the Disposition Resolution Team (DRT) and the Firearms Records Review (FRR) Team, including acting as the technical expert and point-of-contact for Direct Access implementation into the Bureau. The An I will develop, update, maintain, and implement business processing procedures and technical documentation related to Direct Access and the DRT and FRR review process. Acts as the subject-matter generalist; demonstrating the knowledge and ability to work in multiple firearm disciplines when needed to ensure timely work processes, including provide training to new and current employees. Must be able to work independently and demonstrate discretion and flexibility.

SUPERVISION RECEIVED: Directly supervised by the Supervisor I.

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. Based on operational needs, the Analyst I may on occasion be required to work overtime, weekends, and holidays, and may not be allowed to take off time during the months of November through January.

ESSENTIAL FUNCTIONS:

- 40% Assign the daily workload of the DRT and FRR Team. Acts as the primary point-of-contact/liaison for Direct Access connections for the BOF for purposes of acquiring immediate online disposition information. Duties include assisting with Direct Access contracts; maintaining program data such as user authorizations to access local case management systems, computer IP addresses, and required software needed to obtain the Direct Access connectivity; acting as technical expert for Direct Access inquiries; consulting with in-house information technology staff as well as criminal justice agency staff concerning connections; testing and evaluating Direct Access county databases.
- 20% Develops BOF protocol and procedures for Direct Access, including organizing and conducting training for staff; tracking and analyzing workflow and workload data to ensure quality and compliance with the Direct Access program.

- 20% Responsible for gathering, analyzing, tracking, and reporting monthly, quarterly and weekly statistical information pertaining to DRT and FRR Team. Analyzes workflow trends and provides trend reports to management.
- 10% Researches, advises and makes recommendations to BOF management on state, federal and local laws, policies, plans which affect firearms laws/regulations, including legislative proposals and new management priorities. Researches complex problems related to various disciplines within the BOF. Analyzes program processes to ensure quality and compliance. Works with staff on complex program problems that may arise, and if needed provides support and/or additional training to staff.
- 10% Works on special projects and 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