

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORDS AND BIOMETRIC INFORMATION BRANCH
IMAGING AND LIVE SCAN PROGRAM

JOB TITLE: Analyst II

POSITION NUMBER: 420-761-5393-XXX

INCUMBENT: Vacant

STATEMENT OF DUTIES: The Analyst (AN) II reports directly to the Supervisor (SUP) II and performs at the full journey-person level, the most responsible, varied, and complex technical and analytical staff services work with a high degree of responsibility for the Imaging and Live Scan Program (ILSP). The AN II conducts research and analysis on various projects and issues, and provides analytical support including, but not limited to, research, analysis, and makes recommendations on a broad spectrum of administrative, technical, and program related issues. The AN II serves as a technical lead and subject matter expert for live scan processes and various systems utilized in the program, including but not limited to: SharePoint, Table Maintenance, the Applicant Processor, the Justice Transaction Manager, the Integrated Biometric Workstation, the Integrated System Monitoring system, the Automated Archive System (AAS), Justice Electronic Document Imaging (JEDI) System, the Folder Control System (FCS), and the Card Scan System, and is responsible for the development of complex procedural project documents, as well as coordination and oversight of user and system acceptance testing efforts. The AN II will work collaboratively with the Hawkins Data Center (HDC) technical and biometric staff, other department organizations, client user agencies, and provides support to vendors/contractors to ensure all business needs and features are addressed and to resolve any operational issues identified through routine operations or special projects.

In addition, the AN II will prepare and manage all program requests for service contracts and monitor contract execution. The AN II assists with and provides statistical and analytical information with concentration on workload measurement for ILSP. The AN II will review and analyze new legislation to determine program impact. The AN II provides backup to the Office Technician for general administrative support services such as purchasing, facility requests, and equipment tracking, and serves as the backup Attendance Coordinator to ILSP. The AN II must maintain consistent and regular attendance, consistently exercise a high degree of initiative, independence, originality, and good judgment in performing a wide variety of complex duties such as analyze data; develop and evaluate alternatives; communicate effectively both orally and in writing.

SUPERVISION RECEIVED: Reports directly to the SUP II.

SUPERVISION EXERCISED: May be utilized as a lead over Part-time/Seasonal/Temporary staff including Youth Aids, Student Assistants, and Seasonal Clerks.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time. Ability to travel as needed. Ability to transport equipment and training materials. Ability to lift, carry, move, push equipment or boxes weighing up to 20-pounds, and stand and file for short 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% Independently analyzes existing and proposed processes and procedures regarding the program, conducts research, analysis, and document findings to provide recommendations in issue memos to program management. Identifies and evaluates program effectiveness and determines opportunities to streamline processes to address gaps, errors, vulnerabilities, and other issues. Reviews existing and proposed processes and procedures to develop recommendations for a variety of complex functions such as program and project planning goals and objectives. Reviews project plans and determines the needs and objectives of the project, gathers relevant project information, analyzes the information gathered, and interprets the results to aid program management to make informed project decisions. Facilitates the review of project statuses with the project teams from each section and helps identify needs, possible delays, risks, and coordinates resolution with section and program management.

Reviews, analyzes, and makes recommendations regarding proposed new, upcoming, amended, and existing legislation, as well as changes to existing statutes, and regulations; prepares detailed bill analysis that meets division and bureau standards to address impacts to different areas within the program, provides recommendations on implementation plans, and documents impacts due to legislative changes. Independently gathers and analyzes information needed to answer administrative and program-specific policy questions and makes recommendations to program management on how to address them.

Acts as the subject matter expert for all document management related efforts including live scan processes, AAS, JEDI, FCS, and the Card Scan System. Participates in the development of the test criteria, test scenarios and test cases in conjunction with the Live Scan team and the AAS, JEDI, FCS, and Card Scan teams. Performs independent research and analysis on the more complex technical issues pertaining to the live scan

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processes, AAS, JEDI, FCS, and the Card Scan systems, including collect data through outreach to outside agencies via telephone/written correspondence and/or meeting with in-house entities, and compiles, reviews, and evaluates the data. Works collaboratively with the HDC technical and biometric staff and client agencies to resolve any issues identified through the above projects.

- 30% Attends project, program, and various other meetings; takes notes, provides written summaries and/or lists of tasks as follow-up to meetings as requested, manages the agendas, meeting minutes and logistics, and prepares materials in advance for presentations, talking points, and briefings as needed.

Independently performs or works in conjunction with program staff to review processes, policies, structures, and tools to manage project needs. Documents and advises program management of system and/or work performance issues related to the various program projects or usage of related systems, notes impact to specific program areas, and provides recommendations to remedy the issue. Monitors project plans, tracks completion of assigned tasks and due dates, reviews project statuses with project team members, and determines needs for the project. Identifies possible delays and coordinates resolution with section and program management. Creates, organizes, and maintains project documentation (e.g. outlines, purpose, scope, guidelines, revised plans, meeting minutes, etc.) on paper and electronically for historical and audit purposes. Attends development sessions and other discussions as required with project team members, vendors, and various stakeholder groups, to further refine the business requirements for current systems. Solicits, compiles, and analyzes information from local law enforcement agencies, client agencies, and internal stakeholders by through meetings, requests for feedback via email, develops and sends out surveys to ensure the new systems are more robust, meets stakeholder needs, and works based on system requirements.

- 20% Independently manages the contract requisition process from initiation to completion; ensures all contract procurement requests are accurately documented and processed in a timely manner, as well as documents, reviews, and provides recommendation for acceptance of monthly deliverables. Independently monitors each vendor contract and ensures requirements are being met, identifies issues and delays, and develops resolutions. Reviews ILSP's budget and accounting records for accuracy; ensures invoices are tracked and expended, and remaining funds are calculated. Develops, evaluates, and coordinates budget change proposal requests as required; analyzes and implements budget policies and procedures. Consults with Budget/Procurement Analysts to resolve problems, as needed.

Conducts market research and analysis to identify potential contractors and cost-effective procurement solutions. Solicits requests for bid and finalizes procurement packages for submittal, which includes to research appropriate procurement methods, make recommendations, analyze alternatives, and provide procurement solutions. Reviews

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Quotes/Bid Proposals to include verifying certifications, licenses, eligibility of vendor, and compliance with solicitation requirements. Reviews Terms and Conditions related to contracts and reviews conditions in Statement of Works, and provides recommendations to program management for acceptance of contracts or provides edits to ensure accuracy, compliance with departmental processes, and meets program needs.

Prepares Deliverable Expectation Documents, Deliverable Acceptance Documents, and Corrective Action Plans for various contractors, provides program management with recommendations of acceptance for deliverables, and reviews and confirms vendor time sheets for invoicing. Oversees onboarding of contractor staff; collects and reviews required documents for submission to program management for approval and signatures, submission to departmental Procurement Analysts, as well as initiation of department user accounts and access to specified program areas, drives, and systems through the Department's Technical Assistance Center.

5% Prepares various statistical information into reports (daily, weekly, monthly, quarterly, overtime, and production/inventory data). Supplies data to program management for the calculation of personnel needs based on projected workload, overtime, special projects, new work times, and inventories.

5% Contacts appropriate contracted vendors for equipment maintenance or repair. Assists with other administrative tasks as needed, including facility requests, equipment tracking, and special projects that may include data gathering, creation of spreadsheets, graphs, and presentation materials. Backs up ILSP's Attendance Coordinator; maintains databases and creates files to record and track matters related to attendance. Assists in the coordination of conferences and other communications or external engagements hosted by departmental programs and attended by program management. Other duties as required by program management.

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.

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☐ 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