

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Legislation Unit**

JOB TITLE: Analyst II

STATEMENT OF DUTIES: Under the general direction of the Bureau of Firearms (BOF) Supervisor (SUP) I of the Legislation Unit (LU), the incumbent serves as the Bureau's legislative liaison and general information expert in the area of state and federal firearms laws and regulations. The Analyst II (AN II) is responsible for coordinating and reviewing legislative bill analyses within the bureau, promulgating regulations, developing legislative proposals on behalf of the BOF, and working with the Deputy Attorney General (DAG) assigned to the BOF to respond to Information Practices Act (IPA) and Public Records Act (PRA) requests. The AN II researches firearms laws/regulations and drafts policy recommendations for BOF management related to the implementation of new legislation and ongoing operations of existing BOF administrative, regulatory, and enforcement programs. The AN II assists BOF enforcement and program staff with regulatory analysis and legislative interpretation of bill analyses. The AN II will be attending, participating and often leading frequent meetings each week. The AN II will act as a back up to other analysts in the section as needed. The AN II will be required to work overtime as needed.

SUPERVISION RECEIVED: Directly supervised by the SUP I.

SUPERVISION EXERCISED: None.

WORKING CONDITIONS: Works in an open work area and a smoke-free environment. Must work an 8-hour shift between the business hours of 7:30 a.m. and 5:30 p.m. On occasion, overtime may be required.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to a minimum of eight hours a day in order to prepare work assignments. Ability to lift and move items weighing up to 20 pounds.

ESSENTIAL FUNCTIONS:

40% Promulgates new regulations and/or amends existing regulations on behalf of the BOF; attends subject matter expert meetings with BOF executive staff, program managers, and IT personnel to determine regulatory impact to the BOF; consults with Office of Administrative Law (OAL) legal staff to clarify filing requirements; advises all levels of management on varied and complex issues related to proposed regulatory initiatives; facilitates implementation of new regulations by providing analytical review and support to managers and staff affected by changes; serves as a subject matter expert for assigned regulatory packages; provides interpretation to other bureaus who may also be impacted by regulation projects assigned to the BOF; assists program staff and management with a variety of special administrative projects related to regulations that involve creation of charts, graphs, and statistical reports. Provides interpretation of regulations to BOF management and enforcement team. Works with managers, supervisors, and program staff in the preparation and development of regulatory packages for OAL.

- 30% Liaises with the Office of Legislative Affairs (OLA) and Division of Law Enforcement (DLE) headquarters regarding BOF bill analyses and legislative proposals. Coordinates with bureau staff involved in the preparation of legislative bill analyses; reviews completed bill analyses for completeness and compliance with existing state/federal laws/regulations, Department of Justice (DOJ)/BOF policies, procedures, and practices; advises all levels of management on varied and complex issues related to proposed legislative initiatives; serves as a subject matter expert for assigned legislation; provides interpretation to other bureaus who may also be impacted by legislation assigned to the BOF; assists program staff and management with a variety of special administrative projects related to legislation that involve the creation of charts, graphs, and statistical reports. Provides interpretation of legislation to BOF management and enforcement team on how to implement legislative mandates that affect the BOF. Develops policy recommendations relative to the implementation of new legislation and/or reviews practices relative to existing programs and/or services to ensure compliance with state/federal laws.
- 20% Acts as the BOF contact for all requests that pertain to the Information Practices Act (IPA) and the Public Records Act (PRA). Responsible for searching the Bureau's automated files and coordinating regional office and program searches for their files for relevant information. Analyzes all records pertinent to the request, confers with the DAG and Bureau management staff regarding current rules and regulations that govern information security and access. Ensures compliance with the confidentiality of the IPA and PRA. Analyzes, evaluates, and recommends what information should be released based the application of laws, and is responsible for the preparation of information accessible to the public by redacting all unauthorized information. Confers with the DAG to obtain legal opinions on information to be released. Prepares written responses on behalf of the DAG and management in response to information requests. Contacts Bureau, as well as staff from other areas of the Department, to ascertain the availability of records to respond to IPA/PRA requests, and works closely with the DAG to ensure a timely and correct response to the requestor. Maintains accurate and detailed records of all actions taken/work performed regarding these duties; coordinates/disseminates information to Bureau staff to ensure compliance with IPA and PRA requests.
- 5% Creates and reviews all BOF publications, including the New Laws Bulletin and the California Firearms Laws Summary, which are public facing reports; cross-checks publications with legislative bills to ensure accuracy of written publications.
- 5% Provides analysis and make recommendations to BOF regarding a variety of firearms/dangerous weapons subjects; reviews and drafts administrative resolutions and related documents.

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

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Legislation Unit**

JOB TITLE: Analyst I

STATEMENT OF DUTIES: Under the general direction of the Bureau of Firearms (BOF) Supervisor (SUP) I of the Legislation Unit (LU), the incumbent serves as the Bureau's legislative liaison in the area of state and federal firearms laws and regulations. The Analyst I (AN I) is responsible for coordinating and reviewing legislative bill analyses within the bureau, assisting in promulgating regulations, developing legislative proposals on behalf of the BOF, and working with the Deputy Attorney General (DAG) assigned to the BOF to respond to Information Practices Act (IPA) and Public Records Act (PRA) requests. The AN I researches firearms laws/regulations and drafts policy recommendations for BOF management related to the implementation of new legislation and ongoing operations of existing BOF administrative, regulatory, and enforcement programs. The AN I assists BOF enforcement and program staff with regulatory analysis and legislative interpretation of bill analyses. The AN I will act as a back-up to other analysts in the section as needed. The AN I will be required to work overtime as needed.

SUPERVISION RECEIVED: Directly supervised by the SUP I.

SUPERVISION EXERCISED: None.

WORKING CONDITIONS: Works in an open work area and a smoke-free environment. Must work an 8-hour shift between the business hours of 7:30 a.m. and 5:30 p.m. On occasion, overtime may be required.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation for up to a minimum of eight hours a day in order to prepare work assignments. Ability to lift and move items weighing up to 20 pounds.

ESSENTIAL FUNCTIONS:

40% Assists AN IIs in promulgating new regulations and/or amends existing regulations on behalf of the BOF; attends subject matter expert meetings with BOF executive staff, program managers, and IT personnel to determine regulatory impact to the BOF; consults with Office of Administrative Law (OAL) legal staff to clarify filing requirements; assists AN IIs with the implementation of new regulations by providing analytical review and support to managers and staff affected by changes; provides interpretation to other bureaus who may also be impacted by regulation projects assigned to the BOF; assists program staff and management with a variety of special administrative projects related to regulations that involve creation of charts, graphs, and statistical reports. Provides interpretation of regulations to BOF management and enforcement team. Works with managers, supervisors, and program staff in the preparation and development of regulatory packages for OAL.

- 30% Liaises with the Office of Legislative Affairs (OLA) and Division of Law Enforcement (DLE) headquarters regarding BOF bill analyses and legislative proposals. Helps coordinate with bureau staff involved in the preparation of legislative bill analyses; reviews completed bill analyses for completeness and compliance with existing state/federal laws/regulations, Department of Justice (DOJ)/BOF policies, procedures, and practices; provides interpretation to other bureaus who may also be impacted by legislation assigned to the BOF; assists program staff and management with a variety of special administrative projects related to legislation that involve the creation of charts, graphs, and statistical reports. Provides interpretation of legislation to BOF management and enforcement team on how to implement legislative mandates that affect the BOF. Develops policy recommendations relative to the implementation of new legislation and/or reviews practices relative to existing programs and/or services to ensure compliance with state/federal laws.
- 20% Assists the AN IIs in being the BOF contact for all requests that pertain to the Information Practices Act (IPA) and the Public Records Act (PRA). Responsible for searching the Bureau's automated files and coordinating regional office and program searches for their files for relevant information. Analyzes all records pertinent to the request, confers with the DAG and Bureau management staff regarding current rules and regulations that govern information security and access. Ensures compliance with the confidentiality of the IPA and PRA. Analyzes, evaluates, and recommends what information should be released based the application of laws, and is responsible for the preparation of information accessible to the public by redacting all unauthorized information. Confers with the DAG to obtain legal opinions on information to be released. Prepares written responses on behalf of the DAG and management in response to information requests. Contacts Bureau, as well as staff from other areas of the Department, to ascertain the availability of records to respond to IPA/PRA requests and works closely with the DAG to ensure a timely and correct response to the requestor. Maintains accurate and detailed records of all actions taken/work performed regarding these duties; coordinates/disseminates information to Bureau staff to ensure compliance with IPA and PRA requests.
- 5% Helps create and review all BOF publications, including the New Laws Bulletin and the California Firearms Laws Summary, which are public facing reports; cross-checks publications with legislative bills to ensure accuracy of written publications.
- 5% Provides analysis and make recommendations to BOF regarding a variety of firearms/dangerous weapons subjects; review and draft administrative resolutions and related documents.

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- ☐ 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