

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
JAN BASHINSKI DNA LABORATORY
420-506-0110-xxx**

JOB TITLE: Crime Analyst II (CAL-DNA Data Bank)

STATEMENT OF DUTIES: Under the direction of a Criminalist Supervisor, the Crime Analyst (CA) II plans, coordinates, and conducts statewide DNA sample collection training for law enforcement personnel under California Penal Code Section 296 and related codes for inclusion of the resultant DNA profiles in the Combined DNA Index System (CODIS); performs complex identification duties to determine offender and offense eligibility for DNA sample submission and database entry; evaluates eligibility for expungement of DNA samples and profiles; participates in special projects independently or as part of a team for purposes of increasing the accuracy of DNA sample submissions and improving overall DNA sample collection practices statewide, and manages the State's supply of DNA sample collection kits.

SUPERVISION RECEIVED: Under the direct supervision of a Criminalist Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must be able to travel throughout California by car or plane, stand for up to four hours while training, sit and type at a computer screen for long periods of time, lift equipment and boxes up to 40 pounds.

TYPICAL WORKING CONDITIONS: Conducting training in various indoor environments, and working in a cubicle/office without windows, in a smoke free environment.

ESSENTIAL FUNCTIONS:

- 30% Assesses the need for, plans, coordinates, adapts, and conducts training to law enforcement personnel on the proper collection of DNA samples for the State's databasing program under PC 296 and related codes that mandate the collection of DNA samples from qualifying offenders for inclusion in CODIS; serves as a subject matter resource by responding or facilitating response from technical and legal experts to questions and inquiries from law enforcement agencies related to DNA collection procedures, qualifications, and legal matters. Maintains communication tool(s) to facilitate efficient outreach and coordination with partner agencies and trainees, ensuring the tools remain current and up-to-date; tracks candidate trainees using the tool(s) to monitor enrollment, attendance, and progress for efficient scheduling and seamless training session execution.

- 30% Performs complex identification duties to determine the correct identification of offender and offense(s) requiring sample submission and entry to the CAL-DNA Data Bank's database. Reviews Automated Criminal History System (ACHS) records to determine correct offense information for sample submission to the CAL-DNA Data Bank or expungement from the database. Duties include analyzing, identifying, locating, and comparing descriptive data on Specimen Identification Cards (SIC) and buccal collectors against data in the Department's Criminal Justice Information System files, Cal-Photo, Violent Crime Information Center Network (VCIN), Sex Offender Tracking Program and Sex Registration Program records. Contacts criminal justice agencies for criminal history information to determine offense requiring sample submission or if subject is required to submit samples. Researches and resolves/reconciles problematic submissions, and requests the collection of replacement samples, when necessary. Maintains electronic data related to problem submissions for follow-up and reconciliation.
- 15% Participates in special projects for purposes of increasing the accuracy of sample submissions. Acts independently, or with a team, on special projects pertaining to the improvement of DNA sample collection. Prepares reports pertaining to CAL-DNA Data Bank program issues.
- 10% Responds by telephone, email, or in writing to inquiries from criminal justice agencies and the public regarding sample submission, expungements, and reporting and submission responsibilities. Responsible for processing applications for expungement, including determining eligibility, identifying and notifying applicants of any deficiencies to be corrected, obtaining approval, and coordinating the destruction of the DNA sample and profile, if approved. Tracks the status of all applications for expungement and maintains appropriate records.

MARGINAL FUNCTIONS:

- 5% Performs data entry edits following manual Kit Breakdown shifts by entering personally identifying information from high-resolution scans of Specimen Information Cards (SIC) into the Laboratory Information Management System. Reconciles conflicting entries or coordinates the reconciliations.
- 5% Responsible for the timely, efficient distribution of manual and Live Scan DNA collection kits to all law enforcement agencies, district attorney offices, and other collecting agencies per PC 296. Receives requests from client agencies, instructs the vendor to ship kits accordingly, and tracks the fulfillment of all orders. Reviews and approves invoices for these shipments. Monitors the balance of kits available on open purchase orders and notifies purchasing staff when a new order is needed.
- 5% Answers the laboratory's main phone line and assists callers. Occasionally escorts visitors. Covers the receiving area, where evidence and orders are delivered, in a backup capacity in the event that both purchasing and Property Control staff are absent. Covers the front lobby if a large number of visitors or students are expected to arrive. May assist with sample accessioning.

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's Signature

Date

Supervisor's Signature

Date