

**DEPARTMENT OF JUSTICE
DIVISION OF LAW
ENFORCEMENT BUREAU OF
FIREARMS
Quality Assurance Unit**

JOB TITLE: Crime Analyst II

STATEMENT OF DUTIES: Under the direction of the Crime Analyst Supervisor (CAS), the Crime Analyst (CA) II provides extensive, initial training to new employees in the Eligibility Clearance Unit, Firearms Record Review Team, Armed and Prohibited Persons Unit, Carry Concealed Weapon Background Team, Firearms Reporting Team, and the Employment Subsequent Notification Team. New employees determine the eligibility of a person to own or possess a firearm, ammunition, and a firearm barrel by querying various databases and analyzing the records obtained.

The CA II conducts quality control reviews of 10% of background eligibility checks made by new employees to ensure the determinations are accurate. The CA II is also responsible for assisting with developing Quality Assurance Unit (QAU) processing procedures, workload tracking logs, and unit statistical reports. The CA II provides one-on-one training on a regular basis, as well as group refresher trainings as needed, to new employees and other Bureau of Firearms (BOF) staff with regard to eligibility check determinations and associated processes. The CA II acts in a lead capacity to resolve the most complex criminal and firearm record related issues specific to background eligibility checks. The CA II provides direction and assistance to staff on workload processes, conducts research, and works directly with law enforcement and other government agencies. The CA II works with the Application Development Bureau (ADB) information technology staff to develop, test, and implement system enhancements within the section's databases.

SUPERVISION RECEIVED: Directly supervised by the CAS.

SUPERVISION EXERCISED: None.

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. Must work between core business hours of 7:00 a.m. and 5:00 p.m., Monday through Friday. Based on operational needs, incumbent may on occasion be required to work overtime, weekends, and holidays. Also, may not be allowed to take off time during the months of November through January.

ESSENTIAL FUNCTIONS:

- 30% Provides new employees extensive training on the following: the criminal justice process, establishing an individual's identity, accessing criminal history databases, interpreting criminal history records and other relevant Department and court records, interpreting the California Penal Code, Welfare and Institutions Code, Health and Safety Code, and federal regulations in order to determine a person's eligibility to own or possess firearms, and ammunition, and firearm barrel's. Reviews determinations made by each new employee in training to ensure a thorough and proper analysis was conducted as it relates to each determination and that proper documentation was made in accordance with BOF standards. Will create memorandums for the new employee during training to ensure communication is shared and all parties are informed of the new employee's performance during this critical training period.
- 30% Conducts quality assurance review of 10% of firearms, ammunition, and firearm barrel eligibility checks made by the Eligibility Clearance Unit, Armed and Prohibited Persons Unit, Carry Concealed Weapon Background Team, and the Agency Notification Unit to ensure a thorough and proper analysis was conducted as to an individual's eligibility to own or possess firearms, ammunition, and firearm barrels.
- 15% Provides technical expertise to research and resolve unusual or extraordinarily complex issues arising from criminal history or other firearm, ammunition, and firearm barrels eligibility related documents. Assists with developing unit processing procedures; advises the CAS and Supervisor I of any changes and/or problems with firearms databases and works with appropriate ADB personnel to resolve information technology issues; advises the CAS and Supervisor I of legal opinions/advice needed from the Attorney General's staff regarding eligibility statutes or procedures.
- 10% Works with CAS and the Supervisor I to develop training material and conduct BOF-wide training presentations as well as participates in BOF Consistency Committee meetings to ensure standards of consistency throughout the BOF.
- 10% Participates in meetings with ADB staff as necessary to affect system enhancements as necessary. Collects, analyzes, and evaluates program business requirements and communicates them to ADB staff involved in the system development and database enhancement efforts. Participate in User Acceptance Testing (UAT) as it pertains to the background processes; prepares monthly reports and statistical information for the bureau.
- 5% Participates in section staff meetings and/or working meetings; 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