

Department of Consumer Affairs

Position Duty Statement

HR-41 (Revised 7/2015)

Page 1 of 4

Classification Title Analyst I	Board/Bureau/Division Contractors State License Board (CSLB) / Licensing Division
Working Title Criminal Background Analyst	Office/Unit/Section / Geographic Location Criminal Background Unit / Sacramento
Position Number 622-216-5157-010	Name and Effective Date

General Statement: Under the supervision of the Supervisor I, the Analyst I is responsible for securing, reviewing, analyzing, and managing Criminal Offender Record Information (CORI) received from applicants and/or law enforcement agencies and the courts relative to an applicant's criminal history. Regular attendance and punctuality are an essential part of this job. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

80% (E) Applicant Criminal History Evaluations

Secure CORI received from the Department of Justice for applicants submitting for a contractor license. Due to the unique nature of each individual applicant's CORI, conduct a detailed analysis, interpret, and apply applicable statutes and regulations (including Business and Professions Code Sections 480 and 7069, and California Code of Regulations Sections 868 and 869) in the evaluation of each CORI in relation to the applicant-provided information. Research, analyze and determine whether applications should be cleared for further processing due to its compliance with the applicable statutes and regulations (when convictions are determined to not be substantially related or convictions for which sufficient rehabilitation has been demonstrated based on the analyses conducted), or whether it should be researched further due to inconsistencies between the CORI and the applicant-provided information or due to the nature of the convictions contained in the CORI (convictions that may be determined to be substantially related to the qualifications, functions, or duties of a licensee upon further research). Report findings and make recommendations to lead analyst and management. (40%)

Review, evaluate, and determine if additional records are needed in order to fully analyze the case. Communicate in writing and orally with applicants to collect and analyze relevant documents, applying the provisions of the applicable statutes and regulations listed above, to determine whether the convictions are substantially related and whether sufficient rehabilitation has been established, ensuring that the CORI and court documents substantiate the applicant-provided information. Effective communication is required to obtain the necessary information and documentation essential for the thorough analysis of each application in relation to the applicant's criminal background record. (30%)

Determine whether application for licensure should be issued (when convictions are determined to not be substantially related or when sufficient rehabilitation has been demonstrated) or denied (when convictions are determined to be substantially related and sufficient rehabilitation has not been demonstrated), incorporating the interpretation and application of provisions of applicable statutes and regulations listed above, as well as current established internal criteria. Organize and prepare documentation for accusation, default, order of dismissal, order of suspension, Notice of Denial, and/or any other appropriate actions. Respond to complex and sensitive telephone inquiries regarding specific pending applications, denied applications, and the appeal process as it relates to a specific application, ensuring the confidentiality of information and documentation and escalating the most complex to lead and/or management as appropriate. (10%)

15% (E) Program Information

Research and resolve errors reported on fingerprint extract summary reports generated by the Information Technology Division.

Prepare required monthly statistical reports. Prepare and ensure that required records/information are entered into TEALE and EDMS systems relating to applicants.

5% (M) Additional Assignments

Attend training courses and staff meetings and perform other administrative duties as required. Provide follow-up on projects that have been assigned by management.

B. Supervision Received

The incumbent is under the supervision of the Supervisor I; however, direction and assignments may also come from the unit's lead analyst and from the Chief of Licensing (CEA A).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has daily contact with Board staff, the Department of Justice, other state agencies, courts and local law enforcement authorities, applicants and the public; daily contact with division management for assignments and direction.

F. Actions and Consequences

The incumbent is critical to the operational effectiveness and efficiency of the Licensing Division's Criminal Background Unit. Failure to make appropriate/correct decisions regarding licensure based on the criminal history of applicants can negatively affect the consumers hiring contractors in the state of California.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Movement is consistent with office work and requires the incumbent to frequently remain in a stationary position and move about the office. The incumbent must position self to perform a variety of tasks.

H. Other Information

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to Board management needs. Confidentiality and discretion are required due to the nature and sensitivity of the documents handled.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Supervisor's Name, Classification

Revised: 8/2026

Approved: 09/2026 HM