

DEPARTMENT OF JUSTICE
BUREAU OF FORENSIC SERVICES
Jan Bashinski DNA Laboratory
CAL-DNA Data Bank Program
420-506-0109-xxx
Vacant

JOB TITLE: Crime Analyst (CA) I

STATEMENT OF DUTIES: The CA I is assigned to complex identification duties to determine the correct identification of offenders and offenses requiring sample submission and entry to the CAL-DNA Data Bank, as well as eligibility for expungement of DNA samples and profiles, and is responsible for managing the state's supply of DNA sample collection kits.

SUPERVISION RECEIVED: The CA I is under the general direction of a Criminalist Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must be able to sit and type at a computer screen for long periods of time, lift equipment and boxes up to 40 pounds, and occasionally work extended hours.

TYPICAL WORKING CONDITIONS: Work in a cubicle/office without windows in a smoke free environment.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

- 40% Assigned to complex identification duties to determine the correct identification of offender and offense(s) requiring sample submission and entry to the CAL-DNA Data Bank. Reviews Criminal History System (CHS) records to determine correct offense information for sample submission to the CAL-DNA Data Bank or expungement from the data bank. 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 sample submissions, and requests the collection of replacement samples when necessary. Maintains electronic data related to problem submissions for follow-up and reconciliation. Identifies repeat issues that may be corrected by re-training individual agencies or modifying the training program. Liaises with the Outreach Program's Field Representatives. Makes recommendations to management and the Outreach Program.
- 20% Responds in writing to requests 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.

- 20% 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 electronically tracks the placement and 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 new orders are needed. Acts as the primary point of contact with the kit vendor. Notifies management of any supply chain or production issues and determines whether orders should be temporarily reduced to manage available supply.
- 10% Performs data entry edits following manual Kit Breakdown shifts by entering personally identifying information from the high-resolution scans of SICs into the laboratory's information management system. Reconciles conflicting entries, or coordinates the reconciliations.

MARGINAL FUNCTIONS:

- 5% Participates in special projects for purposes of increasing the accuracy of sample submissions. Acts independently or as a team on special projects pertaining to the improvement of DNA sample collection. Prepares reports pertaining to CAL-DNA Data Bank program issues.
- 5% Answers the laboratory's main phone line and assists callers. Receives and distributes incoming mail. 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 staff are absent. Covers the front lobby if a large number of visitors or students are expected to arrive. May assist with kit breakdown.

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