Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☐ **PROPOSED** ☒ **CURRENT**

Classification Title Analyst II	**Division** Law Enforcement
Working Title Agency CLETS Analyst	**Office/Unit/Section/Geographic Location** Law Enforcement Support Branch/Administrative Support Unit/Sacramento
Position Number 592-410-5393-907	**Name and Effective Date**

General Statement: Under the direction of the Supervisor I of the Administrative Support Unit (Unit), in the Law Enforcement Support Branch (Branch), in the Law Enforcement Division (Division) within the Department of Cannabis Control (Department), the Analyst II will serve as the Agency California Law Enforcement Telecommunications System (CLETS) Coordinator/Trainer and is responsible for providing analytical and administrative support to statewide criminal investigative programs. Duties include, but are not limited to, the following:

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

40% (E) Law Enforcement Database Coordinator

Act as the liaison between the Department of Justice (DOJ) for CLETS, Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC), and National Law Enforcement Telecommunication System (NLETS). Oversee and coordinate user access to CLETS and Cal-Photo to ensure account maintenance and compliance. Conduct audits of DOJ database usage to ensure compliance with DOJ and FBI policies and maintain data security. Develop training materials and manage initial and ongoing CLETS and Cal-Photo training based on Agency Training Coordinator updates. Maintain current training logs, liability waivers, and related records for compliance with the DOJ's policies, practices, and procedures. Coordinate and collaborate with DOJ to obtain DOJ specific training certificates.

Coordinate with ITSD on technical and connectivity concerns related to CLETS routers and computers. Coordinate and facilitate Division access to contracted intelligence resources. Maintain research accounts and track database usage to ensure compliance with Division policies. Research and make recommendations on additional intelligence databases.

Establish and maintain user accounts for various law enforcement databases, ensuring access is properly assigned, updated, and removed as needed. Monitor account status and maintain related records to support compliance with applicable access requirements, policies, and procedures.

Facilitate user access for Division staff as a case management system administrator. Document and facilitate problem resolution. Provide problem resolutions to staff and

clients verbally or in writing, respond to requests for information, and develop and update online help files and administrative tables.

15% (E) Data Entry and Management
Accurately enter, update, modify, cancel, and interpret records in the Automated Firearms System (AFS) regarding the status of law enforcement weapons, including found, lost, stolen, under observation, crime gun, destroyed, or evidence weapons. Review and interpret AFS records and validate hits on weapon records within the mandatory state response timelines. Maintain legally mandated record documentation to verify the validity of information obtained or imputed.

Manage the Division's case management system to ensure seized firearm records are accurate and current. Review data, update records as needed and maintain supporting documentation in accordance with Division procedures and recordkeeping requirements.

15% (E) Database Training
Manage and coordinate case management database training to confirm Division staff are adequately trained in using this database. Develop and update user training manuals and procedures and disseminate updates to Division and client users. Develop and facilitate training on Division database and on contracted intelligence resources (e.g., LexisNexis Accurint and Advance, CLEAR, Linx, etc.).

Coordinate administrative activities, research, and analyze DOJ, NCIC, and NLETS policies and procedures. Prepare written procedures, memoranda, and correspondence. Assist with the development, maintenance, and coordination of incident reporting plans, policies, and procedures.

15% (E) Department of Motor Vehicles (DMV) Liaison
Independently review, analyze, and evaluate incoming requests for Undercover Driver's Licenses (UCDL). Create memorandums for processing and work closely with DMV representatives based on geographical location to obtain information and approval.

Maintain and track the status of UCDLs for cancellation and renewal. Respond to DMV notifications regarding hits or DMV traps. Review available information regarding potential UCDL compromises and provide analysis and recommendations to management for consideration and appropriate follow-up. Review, track, and process investigator requests for Home Confidentiality with DMV representative. Track DMV pull notices and report information to Division management or referral to Internal Affairs.

10% (E) Audits and Compliance
Act as the liaison between Division staff and the Department's government agencies such as; DOJ, DMV, CalPhoto, LEAweb, Bureau of Firearms, and Sacramento Sheriff to ensure compliance with all policies, practices, and procedures. Provide guidance and recommendations to Division management regarding upcoming audits and any areas of possible improvements.

Coordinate with supervisors on DOJ audits and office security inspections. Coordinate with Security Point of Contact in the Department's Office of Information Technology Services Division (ITSD) on matters of CLETS and in connection with preparing CLETS audit responses.

Ensure compliance with mandated State and Federal auditing requirements. Coordinate CLETS inspections with DOJ. Monitor Division compliance with CLETS, NCIC, NLETS, and DOJ Criminal Justice Databases requirements and coordinate corrective actions as needed. Receive validation lists and coordinate information validation. Ensure confidentiality of CLETS information, messages, and equipment are protected in compliance with DOJ audits. Maintain the Division's volunteer agreements and CLETS logs for audits.

5% (E) Professional Development
Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation
Department Enforcement Office, Sacramento, CA 95827

C. Supervision Received
The incumbent will receive assignments and directions from the Supervisor I; however, assignments and direction may come from the Supervisor II and/or Deputy Chief.

D. Supervision Exercised
None.

E. Administrative Responsibility
None.

F. Personal Contacts
The incumbent will have frequent contact with Department staff, various state departments, investigative intelligence database representatives and officers, and staff from allied law enforcement agencies.

G. Actions and Consequences
Failure to adequately perform and adhere to the outlined duties listed above may result in the Division experiencing misuse of confidential law enforcement information and violations of the Criminal Offender Record Information Act and California Law Enforcement Telecommunications System (CLETS) requirements and may result in the Division losing access.

H. Functional Requirements
The incumbent is expected to work 40 hours per week, Monday through Friday from 8:00AM – 5:00PM; however, may be expected to work specified hours based on the business needs of the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent is expected to work in an office setting with artificial light and temperature control. Sitting and standing requirements are consistent with work in an office setting. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional to frequent sitting, standing, walking, bending, and carrying up to 15 pounds is required.

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

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Criminal Offender Record Information (CORI) - Title 11, Section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to 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 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 Equal Employment Opportunity Office.)

_____

Employee Signature Date

_____

Employee's Printed Name – Classification

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

_____

Supervisor’s Printed Name – Classification

Rev 10/2026

Department of Cannabis Control
CALIFORNIA

Position Duty Statement

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Classification Title Analyst I	**Division** Law Enforcement
Working Title Agency CLETS Analyst	**Office/Unit/Section/Geographic Location** Law Enforcement Support Branch/Administrative Support Unit/Sacramento
Position Number 592-410-5157-907	**Name and Effective Date**

General Statement: Under the supervision of the Supervisor I of the Administrative Support Unit (Unit), in the Law Enforcement Support Branch (Branch), in the Law Enforcement Division (Division) within the Department of Cannabis Control (Department), the Analyst I will serve as the Agency California Law Enforcement Telecommunications System (CLETS) Coordinator/Trainer and is responsible for providing analytical and administrative support to statewide criminal investigative programs. Duties include, but are not limited to, the following:

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

40% (E) Law Enforcement Database Coordinator

Act as the liaison between the Department of Justice (DOJ) for CLETS, Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC), and National Law Enforcement Telecommunication System (NLETS). Request and track user access to CLETS and Cal-Photo to ensure account maintenance and compliance. Review DOJ database usage to ensure compliance with DOJ and FBI policies and maintain data security. Update training materials and assist with initial and ongoing CLETS and Cal-Photo training based on Agency Training Coordinator updates. Maintain current training logs, liability waivers, and related records for compliance with the DOJ's policies, practices, and procedures. Coordinate and collaborate with DOJ to obtain DOJ specific training certificates.

Inform ITSD on technical and connectivity concerns related to CLETS routers and computers. Assist with coordinating Division access to contracted intelligence resources. Maintain research accounts and track database usage to ensure compliance with Division policies.

Establish and maintain user accounts for various law enforcement databases, ensuring access is properly assigned, updated, and removed as needed. Monitor account status and maintain related records to support compliance with applicable access requirements, policies, and procedures.

Assist Division staff with law enforcement database access. Document problems and refer to the appropriate staff or vendors for resolution. Provide problem resolutions to staff and clients verbally or in writing, respond to requests for information, and update online help files and administrative tables

30% (E) Data Entry and Management

Enter, update, modify, and cancel records in the Automated Firearms System (AFS) regarding the status of law enforcement weapons, including found, lost, stolen, under observation, crime gun, destroyed, or evidence weapons. Validate hits on weapon records within the mandatory state response timelines. Maintain legally mandated record documentation to verify the validity of information obtained or imputed.

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Track the status of UCDLs for cancellation and renewal. Respond to DMV notifications regarding hits or DMV traps. Review available information regarding potential UCDL compromises and document findings for management review and follow-up. Review, track, and process investigator requests for Home Confidentiality with DMV representative. Track DMV pull notices and report information to Division management or referral to Internal Affairs.

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Ensure compliance with mandated State and Federal auditing requirements. Coordinate CLETS inspections with DOJ. Review Division compliance with CLETS, NCIC, NLETS, and DOJ Criminal Justice Databases requirements and report corrective actions as needed. Receive validation lists and coordinate information validation. Ensure confidentiality of CLETS information, messages, and equipment are protected in compliance with DOJ audits. Maintain the Division's volunteer agreements and CLETS logs for audits.

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_____

Employee Signature Date

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Employee's Printed Name – Classification

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

_____

Supervisor's Printed Name – Classification

New 10/2026