

**DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU
JUSTICE DATA AND AUDITING BRANCH
CRIMINAL JUSTICE STATISTICS CENTER**

JOB TITLE: Crime Analyst (CA) III

POSITION NUMBER: 420-701-0111-002

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general supervision of the Supervisor (Sup) I, the CA III is the subject matter expert to the Criminal Justice Statistics Center (CJSC) information technology staff and consultants concerning the technical application for collecting data mandated by Penal Code § 13023 and independently provides liaison services to over 700 local- or state-level criminal justice agencies for reporting purposes. The CA III acts as the point of contact for partner law enforcement agencies, facilitates training and onboarding activities for partner agencies and administers triennial audits on California law enforcement agencies (LEAs) hate crime reporting procedures to ensure accurate identification and reporting of hate crimes. In addition, the incumbent provides information and technical expertise to department staff, training, and develops policy guidance, as needed to ensure accuracy. Occasional travel within California may be required.

SUPERVISION RECEIVED: Directly supervised by the Sup I.

SUPERVISION EXERCISED: No supervision exercised; however, may serve in a lead capacity to other CJSC related to area of expertise, as needed.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required. Occasional travel required to audit law enforcement agencies, meet with or present hate crime information and/or training to stakeholders within California.

ESSENTIAL FUNCTIONS:

COORDINATION AND AUDITING

65% Administers triennial audits of the LEAs assigned to their region. Performs onsite review and analysis of agency hate crime case reports to ensure accuracy and consistency with

identifying and reporting hate crimes. Auditing duties include: reviews agency records and conducts site inspections to confirm compliance with applicable requirements, reviews and analyzes agency processes to identify and report hate crimes to identify areas for improvements and/or additional training, and provides findings of audit results. Coordinates with LEAs to gather pertinent hate crime information, provides appropriate guidance to agencies, identifies issues that might impact agency reporting, processes, and/or business practices. Provides information to assist the agencies to prepare required documentation. Maintains documentation of all audit and coordination activities.

OUTREACH AND TRAINING

30% Apprises program, bureau, division, and department management of opportunities, activities, and problems relevant to the hate crime submissions and operations. Acts as subject matter expert to the program, bureau, and division management staff concerning hate crime reporting. Acts as the primary point of contact for partner agencies, provides assistance and training for onboarding and ongoing use via a variety of training tools such as Power Point and Webinars. Conducts regional and local trainings, and develops and implements training tools and products to support hate crime reporting.

CONSULT AND ANALYZE

5% Prepares and coordinates distribution of advisory bulletins. Reviews and analyzes proposed/enacted legislation and advises management on the impact or potential impact to the hate crime program.

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.

Duty Statement
CA III – JDISB/JDAB/CJSC

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee's Signature Date

Supervisor's Signature Date