DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Automated Firearms System Team

JOB TITLE: Crime Analyst (CA) II

STATEMENT OF DUTIES: Under the general direction of the Crime Analyst Supervisor (CAS) of the Automated Firearms System (AFS) Team within the Firearms Records Unit (FRU), the CA II acts as the subject-matter-expert (SME) and custodian of AFS and Ammunition Purchase Records File (APRF) records providing analytical and technical support to criminal justice agencies, university and research institutions, the public, California firearm dealers, and other firearms industry stakeholders.

SUPERVISION RECEIVED: Directly supervised by the CAS.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer workstation for up to a minimum of eight hours a day. Ability to lift and move items weighing up to 25 pounds and travel occasionally within the state to provide court testimony.

TYPICAL WORKING CONDITIONS: Works in an open work area and smoke-free environment. Must work core business hours beginning at 8:00 a.m. and ending no later than 5:00 p.m., Monday through Friday. The CA II may be required on occasion to work mandatory overtime, which may include weekends and holidays, and travel in California for court testimony.

ESSENTIAL FUNCTIONS

35% Receive and log certifications, subpoenas, and other requests from criminal justice agencies, private attorneys, localities and the public for AFS and APRF records and independently conduct complex database inquiries and specialized searches to analyze, extract, and if necessary, prepare written correspondence and certifications for disclosure; and act as the custodian of records, requiring occasional travel throughout the state to testify in criminal and civil court proceedings as the AFS and APRF SME.

30% Collaborate with the Research Services Branch (RSB) in the interpretation of complex academic and policy research requests from research institutions and criminal justice agencies, requiring specialized searches in the AFS or California Justice Information Services (CJIS) Operations Portal COP to analyze and extract firearm records; coordinate, review and analyze the extraction of large firearms dataset with the Application Development Bureau (ADB); facilitate the transfer of the records to RSB for dissemination to the requestor; and with the Government Law Section and Office of General Counsel to discuss complex legal questions regarding the scope of academic/policy requests and the disclosure of responsive records.

20% Serve as a lead and backup to CA I within the FRU to provide technical assistance for

the more complex requests via telephone, facsimile, email, and written correspondence to criminal justice agencies, and the public regarding AFS and APRF reporting requirements, utilizing AFS, and questions that arise relative to new or changing AFS/APRF legislation and regulations.

10% Make recommendations on system enhancements; participate in Joint Application Development sessions; assist with the development, testing, and implementation of system enhancements; collaborate and coordinate with the ADB technical staff, SMEs, and management for system developments; conduct and participate in User Acceptance Testing (UAT) for system enhancements; compile and distribute statistics for the AFS; assist with providing quality assurance review and training for work completed by CA I team members.

5% Complete special projects and other duties as assigned by BOF management.

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