



Job Description

Classification: Analyst II

Working Title: Theft Unit Analyst

Position Number: 358-433-5393-013

Division/Unit: Security & Law Enforcement Division (SLED) / Theft Unit

Assigned Headquarters: Sacramento / Hybrid

Position Eligible for Telework: Yes

Job Description Summary

Under direction of the Supervising Lottery Agent (SLA) / Lieutenant, Theft Unit, the Analyst II (Anl II) has primary responsibility for supporting investigatory matters handled by (SLED) Field Investigations Units.

Job Description

Essential Functions:

45% - Conduct the most complex and comprehensive analysis of theft related criminal cases generated by Lottery retailers (Victims). Conduct preliminary information gathering and present complete investigative referrals to Field Investigations as needed. Collect, analyze, and integrate data from multiple internal Lottery sources to accurately identify stolen Lottery products. Utilizing internal Lottery databases, initiate Lottery ticket status changes to prevent unlawful cashings of prizes. Document and record all pertinent findings and preliminary information in the Records Information Management System (RIMS).

30% - Conduct research and follow-up on all SmartCount generated Tivoli security alerts (Blocked Scratchers ticket notification – received only by the Theft Unit). Communicate with Lottery retailers and determine if a theft of Lottery tickets has occurred. When a theft has occurred, triage and document the incident in RIMS. Provide retailers with guidance and direction when technical difficulties occur related to SmartCount technology and features. Unblock SmartCount Scratchers inventory when required (Permissions restricted to Theft Unit personnel only).

10% - Provide criminal-related analytical data and preliminary findings to Finance Division's Retailer Financial Services (RFS), Sales Division, and SLED Field Investigations when warranted or directed by the Theft Unit's Lieutenant (SLA). Perform searches in the California Law Enforcement Telecommunications System (CLETS), Vigilant License Plate Reader (LPR), TLO (Search Engine), Cal-Photo, Open-Source Intelligence (OSINT), and all available internal Lottery databases.



10% - Prepare and disseminate crime bulletins to allied Law Enforcement agencies via APBnet in support of SLED investigations. Assist allied Law Enforcement and governmental agencies through research and analysis and providing information when warranted.

Marginal Functions:

5% - Perform other job-related duties including special assignments as directed by the Theft Unit Lieutenant.

Scope and Impact

- a. **Consequence of Error:** Consequence of error may lead to failure to prevent illegal cashing of prize amounts, resulting in loss of revenue to the Lottery. Additional consequences include failure to provide Lottery retailers with the resources to report the theft of Lottery products in a timely manner and failure to provide preliminary information and analysis to Field Investigations.
- b. **Administrative Responsibility:** N/A
- c. **Supervision Exercised and Received:** The Anl II receives direction from the Theft Unit Lieutenant (SLA). No supervision exercised.
- d. **Personal Contacts:** The Anl II engages daily with the public, Lottery stakeholders, allied law enforcement agencies, and various Lottery employees via the Theft Unit's Virtual Contact Center (VCC) and electronic communication.

Physical and Environmental Demands

N/A

Working Conditions and Requirements

- a. **Schedule:** Theft Unit personnel are assigned to one of the following (8) hour shifts:
 - Day Shift (0545 – 1415 hours)
 - Swing Shift (1345 – 2215 hours)
 - Graveyard Shift (2145 – 0615 hours)
- b. **Travel:** Occasional travel may be required.
- c. **Other:** The Anl II must be willing to work overtime and the ability to adjust their shift / weekends based on operational needs. The Anl II is required to work in both a team-centered and independent environment, communicate effectively, and conduct themselves in a professional and courteous manner during the performance of their duties.



Job Description

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date