

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU**  
**CRIMINAL DATA JUSTICE BRANCH**  
**LAW ENFORCEMENT SUPPORT PROGRAM**  
**INFORMATION EXPEDITE SERVICES SECTION**  
**CACI EXPEDITE UNIT**

**JOB TITLE:** Crime Analyst I

**POSITION NUMBER:** 420-701-0109-010

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under the direction of the Crime Analyst Supervisor (CAS), the Crime Analyst (CA) I, is responsible for providing analytical duties related to the function and support of the Child Abuse Central Index (CACI) operations; which includes providing Child Abuse Response Processor (CARP) results for authorized record name check purposes.

**SUPERVISION RECEIVED:** Directly supervised by the Crime Analyst Supervisor (CAS).

**SUPERVISION EXERCISED:** None.

**TYPICAL WORKING CONDITIONS:** Cubicle workstation in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 55%    Reviews CACI Expedite requests for child abuse history submitted by client agencies; Determines eligibility to receive information through interpretation of statutes and Department of Justice (DOJ) policy; Responds to CACI Expedite requests submitted by authorized agencies on the BCIA 4084 form into CARP for the purpose of emergency child placement, guardianship, caretaker/ ward of the court, and investigations;
- 35%    Provides a second review of a "Possible Match" processed by a Program Technician.
- 10%    Responds to telephone inquiries for CACI dissemination requirements to client agencies. Train new personnel.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date