

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS  
Carry Concealed Weapon (CCW) Program  
CCW Backgrounds Team 1**

**JOB TITLE:** Research Data Analyst I (RDA I)

**STATEMENT OF DUTIES:** Under the general direction of the Staff Services Manager I (SSM I) of the CCW Backgrounds Team 1, the RDA I will collect and analyze statistical information to develop models, tools and other resources pertaining to the CCW Program. The RDA I interprets workload statistics and other program data to identify trends and resolve problems and offer alternative solutions to improve existing business rules and program operations. The RDA I will research, analyze, and compile statistical data in response to subpoenas, civil and criminal record requests, and certifications as required by the Penal Code section 11106 and in response to the California Public Records Act requests under Government Code sections 6250-6270.7. The RDA I will perform a wide range of data quality, data integrity and data management related tasks. The RDA I will provide data management and maintenance support of CCW daily workload statistics. The RDA I will also participate in various activities to develop, implement, maintain, and enhance database protocols related to CCW data sets. The RDA I will perform statistical analyses using the appropriate methodology; interpret, summarize, and communicate data quality findings; and develop materials to include in program publications, manuals and procedures. The RDA I will participate in special projects, such as migration efforts to new systems and analysis and implementation of new IT solutions.

**SUPERVISION RECEIVED:** Under the general supervision of the SSM I.

**SUPERVISION EXERCISED:** None.

**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:** Modular work station in a smoke-free environment and/or teleworking as needed.

**ESSENTIAL FUNCTIONS:**

- 40% Analyze and interpret CCW information and data from law enforcement agencies (LEAs) and criminal justice entities; research, analyze, and compile statistical data; develop statistical reports for inclusion in publications, manuals, and procedures; and participate in various activities to develop, implement, maintain, and enhance database protocols related to CCW data sets. Perform statistical analyses, projections and forecasts using the appropriate methodologies; interpret, summarize, and communicate data quality findings; and consult with and advise analysts, management or other interested parties on a wide variety of subject-matter areas related to CCW firearms laws and regulations. Conduct an ongoing evaluative process of the CCW manual and automated operations to ensure quality control and efficiency.
  
- 25 % Develop system manuals, processing procedures, reference materials, and various forms/correspondence. Maintain and re-evaluate procedures to ensure compliance with statutory changes and requirements.

- 15 % Respond to information requests from the Attorney General’s Office, law enforcement agencies, the public and other external entities using available local, state, and national criminal justice data. Support the CCW Program with compiling and extracting data and other materials in response to various requests for CCW information.
  
- 15% Contribute to the development of publications, bulletins, letters, special reports, and articles relating to the function and operations of the program; oversee the timely preparation of detailed statistical reports, charts, and graphs; and review reports for accuracy of information prior to distribution to BOF management and executive staff. Review legislation for potential program and fiscal impact and conduct oral presentations on the functions of the CCW Program as required. Review legislation analyses to determine the impact to CCW operations and business processes.
  
- 5% Makes recommendation on system enhancements and assist with the development, testing, and implementation of IT solutions. In coordination with the Hawkins Data Center technical staff, CCW subject matter experts and management. Conduct oral presentations on the functions of the CCW Program and present findings of data analyses as necessary.

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