

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FIREARMS  
Firearms Records Section**

**JOB TITLE:** Crime Analyst II

**STATEMENT OF DUTIES:** Under the general direction of the Staff Services Manager (SSM) I in the Firearms Records Section (FRS), the Crime Analyst II (CA II) provides analytical and technical support on a variety of duties, issues and concerns to the Bureau of Firearms (BOF) management and staff regarding the Ammunition Purchase Records File (APRF), Automated Firearms System (AFS), and the California Firearms Application Reporting System (CFARS). The position requires extensive knowledge, interpretation, and administration of complex State and/or Federal firearms laws, as well as expertise in the firearms eligibility check process and identification of firearms. Evaluate, develop, and implement procedures, policies, and processes as directed by the SSM I. Plan and conduct staff trainings for the APRF, AFS, and the Serial Number Units (SNU), and create and update training materials for the units and user guides for law enforcement agencies. The CA II is responsible for gathering, analyzing, tracking and reporting statistical information pertaining to firearm purchases, person owning/possessing a firearm, and workload statistics for the APRF, AFS, and the SNU; act as the subject matter expert of the APRF, AFS, CFARS, and demonstrate the knowledge and ability to work in multiple firearm disciplines when needed to ensure an accurate and timely work product; conduct quality assurance review of APRF, AFS, and CFARS requests and certifications; ensure the timely processing of transaction issues in accordance with State and/or Federal firearm laws; provides recommendations on system enhancements; and assisting with the development, testing, and implementation of system enhancements and bug fixes. The CA II will not directly supervise staff, however, he/she will have lead responsibility over the support staff. Must be able to work independently and demonstrate discretion and flexibility. The CA II will be required on occasion to work overtime, which may include weekends and holidays, and provide backup assistance to the analyst in the SNU and others in the section. Occasional statewide travel may be required to provide court testimony on behalf of the SNU.

**SUPERVISION RECEIVED:** Under the general direction of the SSM I

**SUPERVISION EXERCISED:** Act in a lead capacity

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate, and work at a computer workstation for up to eight hours a day in order to prepare work assignments. Ability to lift and move items weighing up to 25 pounds and may travel occasionally within the state to provide court testimony.

**TYPICAL WORKING CONDITIONS:** Work in an open work area and smoke-free environment. Must work core business hours, Monday through Friday.

**ESSENTIAL FUNCTIONS:**

40% Independently performs the most complex technical work required in compiling, reviewing, computing, displaying, projecting, and analyzing information pertaining to firearm records, firearm data, program processes, and procedures mandated under California law. Interpret findings and documents results of the data analysis in order to identify and resolve work

problems and develop alternative solutions for program operations. This involves studying and refining existing data, determining and developing additional needs and making recommendations. Utilize the data to prepare informational reports, graphs/charts, and issue memorandums for use by management. Interpret and apply complex state and federal laws, regulations, policies, unit procedures, and analyze workload for the purposes of making sound recommendations to management, staff, and outside inquiries. Conduct the complex technical analysis that pertains to enhancements, testing, implementation, and monitoring of the automated systems utilized in the section which improves the operational efficiency of the units. This analysis will extend to the development and maintenance of the detailed operating practices.

- 20% Plan and conduct staff trainings for the APRF, AFS, and SNU by holding individual trainings or training as a group. Develop, update, and implement procedures for the APRF, AFS, and SNU. Utilize Microsoft Word and PowerPoint to develop or update training materials including procedure manuals, user guides, PowerPoint presentations for training, and information bulletins.
- 15% Conduct quality assurance review of certified firearm records, general firearm ownership records, and written correspondence generated by the APRF, AFS, and SNU. Take independent action in identifying errors and implementing proper corrections.
- 10% Makes recommendation on system enhancements, and assist with the development, testing, and implementation of system enhancements and bug fixes. This includes working in conjunction with Department of Justice Hawkins Data Center technical staff, BOF subject matter experts and management.
- 10% Researches complex problems related to various disciplines within the BOF. This includes complex criminal history issues and responding in writing and/or by telephone to the public, various law enforcement agencies, and governmental entities with detailed information regarding their inquiry. Compile and distribute weekly and monthly statistics for the APRF, AFS, and SNU to BOF management. Assist with special projects and performs other duties as assigned by the SSM I. Serves as a BOF subject matter expert of the APRF, AFS, and SNU at various types of meetings. Act as the lead for the Firearms Records Section.
- 5% Reviews proposed legislation and conducts bill analyses relative to the recordation of ammunition records, firearm records, and processing firearm eligibility checks in order to determine the impact to the databases and program business processes. Recommend revisions to the proposed legislation and recommend solutions for implementing the proposed legislation. Serves as backup to the SNU Staff Services Analyst and other duties as assigned.

*I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Function Health Questionnaire, STD 910).*

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Employee Signature

\_\_\_\_\_  
Date

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

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Date