

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Firearms Records Section (AB 1968)**

JOB TITLE: Crime Analyst III

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager (SSM) I in the Firearms Records Section, the Crime Analyst III (CA III) is responsible for tasks associated with the implementation of Assembly Bill 1968 (Stats. 2018, ch. 861). This includes developing and monitoring a process/procedure for receiving and processing requests to positively identify individuals, who are a danger to self or others, are prohibited from owning or possessing firearms/ammunition for life, compiling mental health firearm prohibition records, conducting quality assurance review of determinations made by staff, and providing training to staff in the Mental Health Unit (MHU). The position requires extensive knowledge, interpretation, and administration of complex State and/or Federal firearms laws. The CA III will create, update, and conduct live webinar trainings for users of the Mental Health Reporting System (MHRS); review statistical data to determine if mental health facilities, courts, or law enforcement agencies are in compliance with reporting requirements and correspond with reporting entities that are out of compliance. Compile and distribute monthly/weekly statistics; compile, review, test, and analyze firearm related records, program databases and processes, and recommend solutions to solve work problems or develop alternate solutions; confirm compliance with state audit recommendations; make recommendations on system enhancements, and assist with the development, testing, and implementation of system enhancements and bug fixes; review reimbursement claims received by the MHU and verify the mental health facility has met the requirements for reimbursement. The CA III will not directly supervise staff; however, he/she will have lead responsibility over staff. Must be able to work independently and demonstrate discretion and flexibility. The CA III may be required on occasion to work overtime, which may include weekends and holidays and may be required to travel in California for court testimony related to how the system operates.

SUPERVISION RECEIVED: Directly supervised by 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 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:

25% Develop, implement, and monitor a process for receiving and processing requests from Bureau staff, law enforcement agencies, and District Attorney offices to positively identify individuals who are a danger to self or others as being prohibited from owning or possessing firearms/ammunition for life. This includes developing a process for obtaining additional personal descriptors to assist with positive identification; developing a mechanism and procedure to track incoming requests for additional personal descriptors within Bureau database systems, pending statuses, and identifying individuals who are prohibited from firearms/ammunition ownership or possession for life due to being admitted into a facility two or more times in a period of one year as a danger to self or others pursuant to Welfare & Institutions Code section 8103. Plan and conduct staff trainings for the MHU. Meet with appropriate staff to evaluate processes and procedures and assess efficiency and accuracy. Research complex cases and recommend solutions to management.

- 20% Collaborate with staff in the MHU to ensure compliance with state laws and state audit recommendations as it relates to reporting individuals who are prohibited from firearms due to mental health conditions within the MHRS. Confirm compliance with previous and future California State Audit compliance recommendations through verification of system generated reports and internal tracking processes. Create, coordinate, update, and conduct online training for the MHRS to assist with eliminating compliance issues for mental health facilities, superior courts, juvenile courts, and law enforcement agencies. Utilize Microsoft PowerPoint to create presentations and webinar applications to conduct live training webinars with multiple attendees.

- 20% Gather statistical data from various reports to obtain timeframes and reporting numbers for mental health firearm prohibition records to determine which mental health facilities, courts, or law enforcement agencies are not in compliance with California reporting laws for individuals admitted into mental health facilities or adjudicated mentally incompetent pursuant to Welfare & Institutions Code section 8103. Correspond with the reporting entities via mail, e-mail, phone, and/or fax regarding reporting requirements and offer training. Monitor reporting entity for improvement.

- 15% Conduct quality assurance review of determinations made by staff on whether an individual is prohibited from owning or possessing firearms for life. Quality assurance verification for 100% of all identified lifetime prohibited determinations and 10% of negative determinations. Take independent action in verifying determinations are accurate; identify incorrect determinations and meet with appropriate staff to implement proper corrections.

- 10% Independently performs the most complex technical work required in compiling, reviewing, computing, displaying, projecting, and analyzing information pertaining to mental health firearm prohibition records in the MHRS, record data, program database and processes, and procedures mandated under California law. Interpret findings and document results of the data analysis in order to identify and resolve work problems or develop alternate solutions for program operations. This involves studying and refining existing data, determining and developing additional needs and making recommendations. Utilize the data to prepare information 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.

- 5% Make recommendations 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. Compile and distribute weekly and monthly statistics for the MHU. Work alongside the Bureau's Administration and Special Projects Section (ASPS) to review reimbursement claims received by ASPS to confirm MHU received the corresponding mental health firearm prohibition reported via MHRS and if the "Patient Notification of Firearms Prohibition and Right to Hearing" form (BOF 4009B) was provided to the Bureau.

- 5% Act as the lead for the MHU. Complete special projects and other duties assigned by the SSM I.

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).

Employee Signature Date

Supervisor Signature Date