

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

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) will create, update, and conduct live webinar trainings for new and existing users of the Automated Firearms System (AFS) and Ammunition Purchase Records File (APRF). The CA III will be tasked with collaborating with outside Bureaus within the Department and the Armed and Prohibited Persons System (APPS) section within the Bureau of Firearms (Bureau) to ensure agencies are in compliance with reporting requirements and provide training for the AFS and APRF; review statistical data and various reports, including audit reports, to determine if law enforcement agencies are in compliance with reporting requirements and correspond with reporting entities that are out of compliance; act as the coordinator for the Information Privacy Act and California health information privacy laws; conduct research, develop, introduce, monitor, and train risk management policies and practices of the Information Privacy Act and California health information privacy laws for the Mental Health Unit (MHU) in order to investigate and track incidents and breaches; compile, review, test, and analyze firearm related records, program databases and processes, and recommend solutions to solve work problems or develop alternate solutions; compile and distribute monthly/weekly statistics. Act as the subject matter expert of the AFS, APRF, and California Firearms Application Reporting System (CFARS) as it relates to the Unique Serial Number Application (USNA); work as the backup analyst for the USNA Staff Services Analyst (SSA) when the SSA needs assistance with complying with the mandated processing timeframe of fifteen days pursuant to Penal Code section 29182, subdivision (d) or when the SSA is not available for certification of records; provide expert testimony on how the systems operate for criminal cases; and work collaboratively with the Hawkin Data Center on system enhancements, testing, and implementation. The CA III will not directly supervise staff; however, he/she will have lead responsibility over staff. The position requires extensive knowledge, interpretation, and administration of complex State and/or Federal firearms laws. 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.

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:

30% Utilize Microsoft PowerPoint to create and update a comprehensive training for the AFS/APRF and utilize a webinar application to conduct live webinar trainings for new and existing users of the AFS/APRF, including all local, state, and federal law enforcement agencies in California. Coordinate and schedule live webinar trainings. Trainings will provide detailed information on record types in the AFS/APRF and the definition of each record type, when it is applicable to enter a law enforcement record type, definition of acronyms within the AFS/APRF and how to read the record,

explanation of the various message key inquiries, reporting timeframes as mandated by penal code sections 11108, 11108.2, 11108.3, 29810, 34005, and 34010, and disassociation of firearm(s) from prohibited individuals when an entry is made into the AFS.

- 25% Collaborate with the Client Services Program within the Division of California Justice Information System of the Department, who conduct onsite audits of firearm entries within the AFS, to ensure compliance with state laws as it relates to reporting firearm records to the AFS and inaccurate firearm entries within the AFS. Review audit report findings and gather statistical data from various reports to obtain timeframes and reporting numbers for firearm records in the AFS to determine which law enforcement agencies are not in compliance with California reporting laws. Correspond with the reporting entities via telephone, mail, e-mail, and/or fax regarding reporting requirements and offer assistance and training. Monitor reporting entity AFS/APRF entries to verify improvement. Collaborate with the Armed and Prohibited Persons System (APPS) section of the Bureau to ensure agencies are in compliance with California reporting laws regarding firearms pursuant to Penal Code sections 29810; and provide training for the AFS. Contact law enforcement agencies as appropriate to offer assistance and training.
- 15% Independently performs the most complex technical work required in compiling, reviewing, computing, displaying, projecting, and analyzing information pertaining to firearm records in the AFS and ammunition records in the APRF, firearm and ammunition 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 analyzing 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 agency inquiries.
- 15% Develop and introduce risk management policies and practices of the Information Privacy Act and California health information privacy laws for the MHU as the Bureau privacy compliance Liaison. Research and keep abreast of any changes or updates to the privacy laws and regulations and adjust risk management policies. Act as the unit coordinator by conducting risk assessments of unit practices, investigating and tracking incidents and breaches, and training unit staff to ensure compliance.
- 10% Makes recommendations on system enhancements and assist with development, testing, and implementation of system enhancements and bug fixes. This includes working in conjunction with Department of Justice Hawkins Data Center technical staff, subject matter experts, and management. Compile and distribute weekly and monthly statistics for the AFS/APRF and USNA. Act as the subject matter expert of the AFS, APRF, and CFARS as it relates to the USNA and provide expert testimony on how the systems operate for criminal cases. Work as the backup analyst for the USNA SSA to meet mandated application processing timeframe of fifteen days and provide certification of records as needed.
- 5% Act as the lead for the AFS and USNA Units. 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