

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FIREARMS ELIGIBILITY ANALYST II

POSITION CODE: 15372
Effective: 01-01-14

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as a designated lead worker and/or serves as an expert for Firearm Owners Identification (FOID) card and/or concealed carry permit eligibility in one or more specialty areas (i.e., controlled substance, alien status, misdemeanor crimes of domestic violence, military justice, out-of-state convictions); performs the full-range of firearms eligibility analysis and determinations, including review and analysis of the most complex criminal histories; performs Internet research to keep abreast of changes in legal opinions and legislation impacting firearm prohibitors, and in researching firearms eligibility/permit programs, systems and procedures used by other states. Reviews and analyzes Governor's pardons and other FOID card and/or concealed carry permit reinstatement requests; reviews criminal and mental health history entries (referred to as criminal and mental health history "hits") and other relevant documentation, and approves or denies FOID card and/or concealed carry permit reinstatements. Researches and investigates "adjudication(s) of a mental defective"*, "clear and present danger"*** hits, and other mental defective hits, from the IL Department of Human Services (DHS) FOID reporting system and determines firearms eligibility. Prepares FOID card and/or concealed carry permit appeal case files and drafts formal appeal recommendations for determination by the appeals board or Illinois State Police (ISP) Director. Serves as a liaison to various entities [e.g., the United States Citizenship & Immigration Service (USCIS), Federal Bureau of Investigation (FBI) National Instant Criminal Background Check System (NICS)], in the processing of FOID cards and concealed carry permits. Trains lower level Firearms Eligibility Analysts and other less experienced staff on new procedures impacting firearms eligibility. Drafts new/revised FOID card and/or concealed carry policy and procedure recommendations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as designated lead worker; assigns and reviews work, provides guidance and training to assigned staff; advises immediate supervisor regarding performance of staff.
2. Serves as an expert, making FOID card and/or concealed carry permit eligibility determinations for the most complex criminal histories in one or more specialty areas (i.e., controlled substance, alien status, misdemeanor crimes of domestic violence, military justice, out-of-state convictions); performs Internet research to keep abreast of changes in legal opinions and legislation impacting firearm prohibitors; interprets legal opinions from state and federal statutes, and other various sources (e.g. ISP, Alcohol, Tobacco, and Firearms (ATF), FBI, Attorney General); within the specialty area(s), drafts new/revised policy and/or procedures for supervisory review. Uses the Internet to research firearms eligibility/permit programs, systems and procedures used by other states, and submits recommendations to supervisor for improvements and changes to current systems and procedures.

* A determination by a court, board, commission, or other lawful authority that a person, as a result of marked subnormal intelligence, or mental illness, incompetency, condition, or disease: is a danger to himself/herself or to others; or lacks the mental capacity to contract or manage his own affairs.

** A mental condition of such a nature that it is manifested by violent, suicidal, threatening, or assaultive behavior or reported behavior, for which there is a reasonable belief by a clinician that the condition poses a clear and present or imminent danger to the patient, any other person or the community in accordance with the Illinois Firearm Owners Identification Card Act.

FIREARMS ELIGIBILITY ANALYST II (continued)

3. Reviews and analyzes Governor's pardons received from individuals requesting the restoration of firearms privileges to determine if the pardon can be used to approve or reinstate a FOID card and/or concealed carry permit. Assesses pardon documents to determine if the Governor's intent is restoration of firearms privileges, if restoration is not expressly granted in the pardon; contacts external entities (e.g. Illinois Prisoner Review Board, Governor's office) for clarification of intent. Reviews pardon documents for language that restores firearm privileges; contacts the ISP legal department to receive guidance on interpretations of pardon language. Approves or denies a reinstatement of a FOID card and/or concealed carry permit as a result of a pardon.
4. Receives written and verbal requests from individuals regarding FOID Card and/or concealed carry permit reinstatements; reviews criminal and mental health history hits, police reports, court dispositions and/or other relevant documentation checking for updated information to criminal and mental health histories to determine if the record is clear from firearm prohibitors or if firearm prohibitors still exist; uses the internet to find and access on-line court systems to obtain criminal history and court disposition information; analyzes and interprets information and approves or denies a reinstatement of a FOID card and/or concealed carry permit.
5. Reviews court order(s) showing "adjudication(s) of a mental defective"* and determines if it is a firearms eligibility prohibitor; contacts DHS and state and private mental health facilities to obtain updated mental health admissions status of applicants and FOID card/concealed carry permit holders; updates computer system to report applicants that were denied as a mental defective to the FBI NICS. Serves as a liaison with DHS regarding mental health history hits from the DHS FOID reporting system for persons with mental health/intellectual or developmental disabilities; contacts clinicians (e.g., Clinical Psychologists, registered nurses, Marriage and Family Therapists) to investigate "clear and present danger"*** hits and other mental defective hits from the DHS FOID reporting system and determines FOID card and/or concealed carry permit eligibility.
6. Prepares FOID card and/or concealed carry permit appeal case files for presentation to the appeals board or ISP Director; reviews investigation documentation, analyzes key criminal history or mental health data, and independently drafts formal appeal recommendations for determination by the appeals board or ISP Director. Serves as a non-voting member of the appeals board answering questions concerning the case file and state and/or federal firearms prohibitors.
7. Serves as a liaison to various entities in the processing of FOID cards and concealed carry permits; contacts the USCIS to assist in firearms eligibility determinations for applicants who are aliens; contacts the FBI NICS when clarification is needed on a variety of federal firearm prohibitions; contacts NICS State Support Team and State and out-of-state criminal justice organizations, and state and local police agencies to research the most complex criminal histories.
8. Drafts new/revised FOID card and/or concealed carry policy and procedure recommendations for supervisory review. Assists supervisor in the development and revision of form letters.
9. Provides guidance and training to lower level Firearms Eligibility Analysts and other less experienced staff in the processing of firearms applications and/or concealed carry permits; trains staff on new procedures impacting firearm eligibility; assists employees with questions and problem resolution in the review and analysis of criminal history entries.

FIREARMS ELIGIBILITY ANALYST II (continued)

10. Reviews, analyzes and interprets criminal history hits received from federal, state, and in-house databases to assess an applicant's FOID card and/or concealed carry permit eligibility; uses the internet to research definitions of criminal justice terminology and criminal charges and laws related to firearms eligibility, and to research federal firearms prohibitors available through a variety of FBI/NICS sites [e.g., Law Enforcement Online (LEO system)]; independently makes decisions to approve, deny or revoke FOID cards and/or concealed carry permits considering federal, out-of-state, and State of Illinois convictions or arrests in compliance with the Illinois Firearm Owners Identification Card Act, 18 U.S.C. 922 (g) (Federal Firearm Possession Prohibition) and Firearm Concealed Carry Act.; uses the Internet to obtain information on alien status from Immigration and Customs Enforcement (ICE), and to research international arrests via Interpol.
11. Documents case decisions and findings regarding firearms privileges, and FOID card and/or concealed carry permit denials. Updates computer system to report applicants that were denied with a state or federal firearms prohibitor to the FBI NICS.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires four years experience as a Firearms Eligibility Analyst I.

Requires current Law Enforcement Agencies Data System (LEADS) Less Than Full Access Certification and the ability to maintain the prescribed LEADS certification.

Knowledges, Skills and Abilities

Requires extensive knowledge of federal, out-of-state, and State of Illinois statutes in regard to FOID card and concealed carry permit eligibility in all areas including in one or more specialty areas (i.e., controlled substance, alien status, misdemeanor crimes of domestic violence, military justice, out-of-state convictions).

Requires extensive knowledge of federal, state and local criminal laws as they relate to the FOID card and concealed carry permit processes.

Requires extensive knowledge of complex databases used in researching criminal histories.

Requires ability to utilize the Internet in researching criminal and mental health histories.

Requires the ability to interpret legal opinions from state and federal statutes, and other various sources such as ATF, FBI, and Attorney General.

Requires the ability to draft new/revised policy and/or procedures regarding FOID card and concealed carry permit eligibility.

Requires ability to interpret, analyze, explain, and apply statutory requirements, rules, regulations and procedures in regard to FOID card and concealed carry permit eligibility.

Requires ability to analyze and compare information, draw conclusions, exercise discretion and judgment as related to approving, denying or revoking FOID cards and concealed carry permits.

Requires ability to communicate clearly and concisely, both orally and in writing, in order to explain FOID application and concealed carry permit processes and procedures.

Requires ability to establish and maintain cooperative working relationships with co-workers, and law enforcement and legal personnel at the federal and state level.

Requires exceptional interpersonal skills when dealing with the public, and federal and state entities regarding FOID card and concealed carry permit eligibility issues.