Position Title: Crime Analyst	**Job Family:** 2
General Classification: Professional	**Job Grade:** 27

Definition: To perform responsible professional and technical duties in providing analytical staff assistance to the Police Department related to community crime and safety issues; to conduct special studies, surveys, and research assignments in a variety of administrative and operational procedures and topics related to Police Department activities; and to do related work as required.

Distinguishing Characteristics: Receives general supervision from the Police Department management or professional staff. This class is characterized by its professional-level support to the administration of the Police Department's programs. It is assigned complex projects requiring independent analysis and makes recommendations related to matters of significance to the department.

Exercises technical or functional supervision to clerical, technical, and other professional positions in their performance of program area related duties.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform routine strategical crime analysis duties, including preparing bulletins, maps, charts, and graphs as well as conducting and presenting historical analysis on both general and specific crime and calls for service information indicating trends, correlations, and other indications; and assisting with research projects, as requested, relating to the crime analysis program.

2. Collect, organize, and analyze various crime, incident, calls for service, arrests, and data generated throughout the department using a variety of computer databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications to manipulate, examine, and present crime data in written reports.

3. Assist to develop and conduct surveys and special management studies requiring research and statistical analyses; prepare summary reports related to Police Department operations.

4. Participate in development and installation/implementation of new or revised programs, activities, systems, procedures, and methods of operation; update and revise policies and procedures and manuals.

5.   Make written and oral presentations to staff, to communicate emerging or existing crime series, patterns, and trends, suspect and victim profiles, and evidence to support criminal prosecutions.

6.   Provide technical direction and training for staff supporting crime analysis initiatives; review work performed and produced for accuracy and effectiveness.

7.   Represent the City in interdepartmental, community, and professional meetings as required; make presentations as necessary.

8.   Plan, coordinate, and monitor the daily operation of the department's Crime Analysis program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data.

9.   Collect and organize criminal information from all available resources, including the Uniform Crime Reporting (UCR) system, the National Incident-Based System (NIBRS), field interview reports, other agencies, media, crime bulletins, review of crime reports and supplements, informational surveys, and retrieval of crime information for various public, confidential, and law enforcement sensitive reports and projects.

10.   Remain current with emerging crime analysis techniques and developments on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis practices.

11.   Build and maintain positive working relationships with coworkers, other City employees, other agencies, and the public using principles aligned with the City's values.

12.   Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Research techniques sources and availability of information, and of report preparation and presentation; pertinent Federal, State, and local laws and regulations; principles, methods, and practices of public administration and crime analysis; organization and management practices as applied to the analysis and evaluation of policies and operational needs related to crime and policing;

principles and practices of administrative research analysis, including statistics and data analysis; principles of supervision, training, and performance evaluation.

<u>Ability to</u>: Prepare and present reports and studies; conduct administrative research and analysis; plan and conduct the crime analysis program, including organizing and facilitating meetings; properly interpret and make decisions in accordance with laws, rules, and policies; evaluate program effectiveness through systems analysis and other programmatic standards; supervise, train, and evaluate assigned staff.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

One year of increasingly complex full-time administrative/analytical experience and graduation from an accredited college or university with a bachelor's degree in public/business administration, criminal justice, or a related field; or three years of increasingly complex full-time administrative/analytical experience and an associate of arts degree from an accredited college or university. Experience in law enforcement records or court experience is desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License. International Association of Crime Analysis certification is desirable.

Established: January 1994
Revised: October 2017

HRD/CLASS SPECS
Crime Analyst