



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

CRIME ANALYST

DEFINITION

Under general supervision, performs a variety of research and analysis of criminal justice information and assists in the coordination and utilization of the police systems. In addition, this position conducts staffing utilization and allocation studies; plans, conducts, and evaluates departmental programs; trains police personnel on crime analysis and criminal apprehension; provides training on the use of tracking systems; prepares technical staff reports, and makes departmental and public presentations.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey professional single classification specializing in analyzing criminal justice information and activities and converting raw data into valid criminal intelligence information. This is distinguished from other Analyst classifications in the City by requiring professional certification within the field of Crime and Intelligence Analysis.

SUPERVISION RECEIVED

Receives direction from a Police Commander or other designee as assigned.

SUPERVISION EXERCISED

May exercise supervision over assigned volunteers and temporary employees.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

- Researches, gathers, compiles, analyzes, and prepares a variety of data from offense reports, arrest reports, and intelligence information.
- Selects input data and appropriate software for retrieval of data, develops and maintains large computerized databases, and maintains special files by pre-coding and performing audits.
- Maintains information on sex offenders and registrants, narcotic and arson offenders, parolees and individuals on probation.

- Maintains liaison with parole, probation, the department of Justice, and other police agencies at the local, state and federal levels.
- Assists in the preparation of the department's monthly, quarterly and annual reports.
- Designs and revises forms, prepares maps, charts, graphs, scatter grams and matrices.
- Interprets and corrects flow charts and error conditions.
- Prepares daily, weekly, and monthly crime bulletins for dissemination to operational units within the police department.
- Furnishes support data for various programs such as crime prevention, truancy abatement, and grant programs.
- Coordinates the implementation of Megan's Law and acts as the direct contact for citizen access, coordinates intelligence information on various organized crime groups to local, state and federal law enforcement agencies, coordinates major case management including, but not limited to, money laundering, phone and utility toll analysis, link analysis, and analysis of financial records.
- Conducts staffing utilization and allocation studies.
- Plans, conducts, and evaluates departmental programs.
- Meets with citizen groups and organizations, improving community relations and crime prevention awareness.
- Assists in the coordination, development, and utilization of the police automated system, including determining user needs, consulting with information consultants, and reviewing standards and guidelines for systems development and utilization.
- Assist in the planning, preparation, and teaching of various information courses to officers and other police department employees.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge Of:

Basic administrative, research, and statistical methods; organizational concepts of police departments; personal and mainframe computer application and operation for the generation of statistical information and communications; the English language including spelling, punctuation, and grammar; methods of report writing; basic administrative research, analysis, and statistical methods.

Ability To:

- Compile information and make statistical and mathematical computations with speed and accuracy.
- Learn the necessary laws, policies, procedures, databases, and general orders associated with position which may include but is not limited to: the Automated Warrant System, California Law Enforcement Telecommunication System, Criminal Oriented Records Production Unified System, National Crime Information Center, Criminal Identification and Information, Juvenile Information System, Regional Crime Analysis Program, Western States Information Network, and Violent Crime Information Network computer databases.
- Recognize developing criminal activity patterns.
- Memorize, retain, and accurately recall information.
- Write clear, concise reports, memoranda, policies, letters, and other written materials.
- Evaluate and present technical data; analyze administrative and technical problems; interpret departmental policies and procedures; make sound policy and procedural recommendations.
- Communicate effectively with other employees and the public; establish and maintain cooperative and effective working relationships.
- Use a personal computer and a variety of computer software that requires continuous and repetitive arm or hand and eye movement.

EXPERIENCE AND EDUCATION

Any combination of education, experience, and training that would likely provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Two years of experience involving data analysis and evaluation for the implementation of program in the criminal behavioral or social science fields.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Public/Business Administration, Economics, Political Science, Criminal Justice, Statistics, Computer Science or a closely related field. A Master's Degree in a related field is desirable.

Training: Any recent training such as academic courses and certification programs that are relevant to this job classification.

LICENSES AND CERTIFICATIONS

Possession and maintenance of a valid Class C California Driver's License.
Possession of Professional Certificate in Crime Analysis.

OTHER REQUIREMENTS

Willingness and ability to work holidays, weekends, scheduled and emergency overtime, and on-call as required. Attends meetings, conferences and seminars during work and non-work hours that may require travel. Complies with departmental grooming standards.

OTHER CHARACTERISTICS

Pass a polygraph, psychological, medical examination, and background check.