

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **CRIME INTELLIGENCE ANALYST
SENIOR CRIME INTELLIGENCE ANALYST**

DEPARTMENT: **POLICE**

BASIC FUNCTION:

Under functional direction, to perform professional analytical and administrative duties in support of crime research, analysis, and project work; to assist police officers and provide them with actionable information; to analyze crime patterns, statistics, and track trends; to relay and disseminate crime information; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

The Crime Analyst is a two level job family.

Crime Analyst is the fully experienced journey-level professional. Incumbents are expected to perform their duties independently with only occasional instructions and assistance as new or unusual situations arise; and are fully aware of the procedures and policies of the department. Incumbent's work is reviewed for soundness of judgment and overall effectiveness.

The **Senior Crime Analyst** works under general direction; requires breadth and depth of use and application of theories, concepts and techniques; provides solutions to a wide range of the most difficult and complex problems; and assigns, reviews, and directs the work of administrative staff and other professionals. Incumbent's work is reviewed upon completion for adequacy in meeting objectives, and incumbents participate in determining objectives.

Either position is distinguished from the Management Analyst series in that Crime Analyst is only allocated to the Police Department. Management Analysts typically provide departmental professional support in the areas of budgets, human resources, grants, agenda bills, and the development of departmental goals, objectives and policies.

KEY RESPONSIBILITIES:

In addition to the department's business need, typically, a Crime Analyst must possess and demonstrate at least 80% of the Knowledge, Skills and Abilities at a given level to be assigned to that level. Listed below is a representative sample; position assignments may vary.

Perform research and statistical analysis of crime data using a variety of sources; and make recommendations as appropriate. Conduct analytical studies, track data, produce trend information, and prepare crime maps, charts, graphs, bulletins, spreadsheets, briefings, and related materials.

Identify and explain crime activity, trends, patterns, and characteristics.

Maintain records and files, and develop reports and presentations.

Prepare and disseminate crime information to applicable interested parties within the department, city, county and state. Act as a liaison with other law enforcement personnel within the department or other agencies to exchange crime information.

Represent the city in the community with citizens and private sector representatives, and at professional associations. Assist in or lead the coordination of activities with outside agencies. Respond to department, agency, and the public requests for information.

Prepare public statistics for crime data reporting to state, regional and federal agencies.

Project management as assigned: define, develop, and implement projects and special assignments.

Contract Administration; assist with the preparation of Requests For Proposal's; may aid in analysis, negotiation, and vendor selection; administer contracts.

May provide training and assistance to volunteers, interns, and/or staff.

Other duties deemed necessary to the position.

Knowledge of:

- Applicable federal, state, and local laws, codes, rules, and regulations.
- Principles and practices of data collection and report writing.
- Methods and techniques of research, statistical analysis, and data presentation.
- Word processing, spreadsheets, and database software.

Abilities:

- Using computers and related software applications.
- Writing, compiling and presenting reports.
- Monitoring compliance with applicable governmental regulations.
- Collecting, compiling, analyzing, and presenting data, and making recommendations.
- Generating reports, maps, charts, graphs and other visual aids.
- Working independently and as a member of a team.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND EDUCATION:

Crime Analyst: Bachelor's Degree with major coursework in mathematics/statistics, public administration, criminal justice or a related field; and a minimum of two years of increasingly responsible analytical and/or research work experience, preferably in a law enforcement agency; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in police work, and/or investigations is highly desirable.

Senior Crime Analyst: In addition to the requirements listed for the Crime Analyst: A Senior Analyst will possess a minimum of three years of experience working at the level of a city Crime Analyst, and one year of lead or supervisory experience. A master's degree is highly desirable.

PHYSICAL STANDARDS AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret data, narrative and statistical information and documents; use math and apply mathematical reasoning; learn and apply new information or skills; perform detailed work on concurrent tasks; work under deadlines; and interact with staff, and the public encountered in the course of work.

Employees must be able to transport themselves to various locations throughout the city and county.

The duties of this position are routinely performed in an office setting on city premises.

This is an at-will management classification.

DATE APPROVED: Dec. 13, 2016