

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

CREATED: FEBRUARY 2009
TITLE: CRIME ANALYST

FLSA Status: NON-EXEMPT
Job Code: 1245

DEFINITION

Under general supervision, performs a variety of manual and automated crime data collection, research, and analysis for the enhancement of law enforcement operations; performs related and other work within the Police Department as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position class, responsible for performing research analysis on criminal, current and cold cases. This class is distinguished from Police Services Technician which performs a variety of paraprofessional law enforcement support duties not requiring the analytical skill and computer knowledge of the Crime Technician. This class is distinguished from Police Services Manager, which has supervisory responsibility and authority for the communications and records units, and from Police Officer which has powers of arrest and is designated as a sworn peace officer under the laws of the State.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Criminal Investigation Sergeant, and is generally intended to provide support and control, work direction and project priority. Requests for service are received from numerous sources. Incumbent must exercise independent judgment and initiative in developing project scope, priority, and requirement for supervisory approval. The incumbent may provide advice and direction on the access, use and regulations associated with the various law enforcement databases employee by Police Department personnel.

EXAMPLES OF DUTIES - The duties below are illustrative only. They are not meant to be an exhaustive list of all of the duties and responsibilities of the classification:

1. Researches and develops statistical information on a variety of police information including crime trends and supporting information necessary for effective presentation, utilizing sophisticated computer programs.
2. Prepares a variety of detailed factual, analytical, and forecasting statistical and narrative reports that may include times, dates, location, and other detailed information related to criminal activities and other areas being researched.
3. Prepares crime statistic reports for citizens upon requests.
4. Compiles monthly statistics of crimes and presents data at the Public Safety meeting.

5. Establishes user accounts and determines/assigns access level to Police Department staff for a variety of law enforcement databases (i.e. CLETS, Cal Photo, Criminal Records Information Management System, Consolidated Arrest Booking system, etc.)
6. Trains department staff on use and retrieval of data in the various law enforcement databases, and audits use to ensure compliance with user agreement requirements. Maintains training logs to document required training occurred.
7. Enters data into the various systems for future use, research and analysis.
8. Represents department at law enforcement committees and Bay Area crime analysis meetings to share information including the District Attorney's office.
9. Contact with database administrators to troubleshoot system processing issues, working in support of and with the department's Information Systems Analyst. Interfaces with the Alameda County Sheriff's office on system changes and during the implementation of system upgrades or installation of new systems.
10. Prepares a variety of graphic presentations and technical publications which may include maps, charts, graphs, and renderings; prepares integrated sound, text, and graphics presentations, utilizing using a variety of GIS programs.
11. Performs other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of law enforcement terminology and processes; basic administrative research and analysis methods; work processing, spread sheet, GIS and related database applications; general knowledge of forecasting, graphic illustrations and forms designs; principals and practices of statistical analysis' standard office practices and procedures, including the operation of standard office equipment.

Ability to collect, compile and analyze information and various types of data; evaluation data to make sound conclusions and recommendations; prepare accurate statistical and narrative reports, computer documentation and other written materials; communicate effectively both orally and in writing; read and interpret and apply applicable polices, codes and regulations; maintain accurate records and files; to understand and carry out oral and written instructions; exercise sound judgment and establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION/EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university or equivalent training with specialization in statistics, research methods, programming, or related field. An AA degree in one of the above fields of specialization combined with at least four years of experi-

ence in advanced statistical research or GIS applications may be substituted for the Bachelor's degree requirement. A Bachelor's degree is highly desirable.

Experience: Two years paraprofessional experience in a criminal justice, law enforcement, or court-related setting performing data collection and statistics methods utilizing GIS applications and/or computerized databases.

Specialized Education and Training: Certified as a Crime and Intelligence Analyst through the California State University system and the California Department of Justice within one year of appointment is an on-going requirement of the job.

Licenses/Certificates: Possession of a valid California Driver's License with a satisfactory driving record OR demonstrates the ability to travel to various locations in a timely manner as required in the performance of duties.

SPECIAL REQUIREMENTS:

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent may be required to participate in a variety of evening and weekend meetings requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings.