

Date Established:

County of Humboldt Job Specification
CRIME ANALYST
Classification 1399
FLSA: Exempt



DEFINITION

Under general supervision, provides varied analytical support related to crime and criminal intelligence in support of County law enforcement activities; researches, collects, analyzes, and disseminates statistical information and reports to departmental management used in making operational changes and decisions; develops, summarizes, and maintains crime analysis records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of law enforcement operations and programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation of potential suspects.
- Performs complex statistical analysis on data; prepares analytical and statistical reports, charts, graphs, maps, bulletins, and other written reports.
- Prepares crime statistical summaries and reports on projections of long-term changes and crime trends; assists with the development of tactics, strategies, and planning in response to crime trends.
- Formulates theories regarding crime trends, patterns, and suspects; develops hypothetical links between crime trends, criminals, and crime groups; makes recommendations of possible solutions to criminal investigative problems.
- Develops and maintains information system applications and databases relative to criminal activity; audits and maintains quality control of crime analysis data through accurate data documentation; trains new staff on crime analysis tools and databases.

- Utilizes geographic information and mapping systems to create visual crime concepts illustrating trends in the types of crimes being committed in geographical areas.
- Provides statistical information for filing required crime reports with federal and state agencies; provides information related to crime analysis to businesses, government agencies, and the public.
- Participates on a variety of interdisciplinary committees and commissions and represents the County to the community and other organizations.
- Provides daily, weekly, and monthly bulletins and reports of crime analysis data to departmental sections and agencies from other jurisdictions; provides crime analysis data to the public through community briefing videos and postings to a variety of social media platforms.
- Prepares and maintains various files and logs, including a daily log of public safety activities by incident type, time of occurrence, and area.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Markets crime analysis services to department staff; trains staff and members of the public in understanding crime analysis functions and benefits.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Methods and procedures of conducting crime analysis and research, including data collection, statistical analyses, and report preparation.
- Functions, organization, principles, and practices of law enforcement agencies.
- Law enforcement terminology and codes.
- Principles and practices of administrative and operational analyses, research evaluation, and methodology.
- Techniques, methods, and procedures of criminal investigative procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to data analysis and the operations of the department.
- Complex arithmetic and statistical techniques.
- Project and/or program management, analytical processes, and report preparation techniques.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Recognize, identify, and document crime series and patterns.
- Collect, analyze, interpret, and document complex statistical data.
- Understand the functions, principles, and practices of municipal public safety services.
- Analyze operational objectives and issues, evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations; prepare reports and recommendations.
- Properly develop and interpret complex tables, charts, and graphs.
- Interpret, apply, and explain applicable federal, state, and local laws, codes, regulations, and departmental policies and procedures.
- Effectively make presentations to various groups.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Prepare clear and effective reports, correspondence, and other written material.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminology, statistics, business or public administration, or a related field

and

two (2) years of professional administrative and analytic experience, preferably in a law enforcement setting.

Licenses and Certifications:

- Some positions may require possession of a valid US driver's license upon date of application. May be required to obtain California driver's license following hire date per California DMV regulations.
- Possession of, or ability to obtain, a valid Department of Justice Crime and Intelligence Analysis certificate is desirable.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push,

and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).