

City of San José
CLASS SPECIFICATION

TITLE: Senior Crime & Intelligence Analyst (1186)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police Department	Data Administrator or Program Manager	Non-exempt

CLASS SUMMARY

Supervises and performs crime and intelligence analysis utilizing administrative, strategic, operational, tactical, and intelligence analysis techniques. Provides accurate and timely crime and intelligence information in support of patrol operations, criminal investigations, crime prevention, and administrative functions. Extracts raw data from multiple law enforcement systems and utilizes specialized analytical software applications in order to identify and monitor crime trends and criminal activity. Assists investigators in solving criminal cases by translating data into viable intelligence information. Provides statistics for Police and City budget management reports, resource allocation, and grant-funded initiatives. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the highest of two levels in the Crime & Intelligence Analyst series. Incumbents of this class are primarily responsible for supervising and training Crime & Intelligence Analysts who conduct crime and intelligence analysis for a pre-defined patrol service area, completing requests of a highly confidential nature, and conducting the most complex and difficult assignments in crime and intelligence analysis. This class differs from the Crime & Intelligence Analyst in that the latter class does not have supervisory duties and performs less complex crime and intelligence analysis.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Any combination of training and experience equivalent to the completion of a Bachelor's degree from an accredited college or university in public or business administration, information management, criminal justice or other related field and four (4) years of paid, professional experience in a law enforcement agency utilizing multiple police information systems, performing research and compiling crime data. Two (2) years of this experience should be similar in nature to a Crime & Intelligence Analyst with the City of San Jose, analyzing crime data as well as performing research and compiling crime data. Two (2) years of additional experience may be substituted for education on a year-for-year basis.

Special Requirements

Ability to successfully pass a comprehensive background investigation including a polygraph.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of the principles and practices of supervision, and the ability to assign, train, supervise and evaluate assigned staff and their work.
- Proficiency utilizing law enforcement systems and software.
- Experience using specialized computer software systems (GIS and Intelligence applications).
- Ability to understand, interpret and apply instructions, rules and regulations
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to learn new computer applications
- Experience in creating and interpreting charts, graphs, maps, tables, and geographic information.
- Proficiency in computing and applying statistical methods.
- Experience performing basic computer programming
- Ability to analyze and evaluate information and form logical conclusions and/or recommendations.
- Proficiency in the use of Microsoft Office suite (Word, Excel, Access, PowerPoint, Outlook).
- Experience utilizing the five types of crime and intelligence techniques: tactical, operational, strategic, administrative and intelligence.
- Ability to coordinate multiple tasks and prioritize timelines.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of the information needs and objectives of police officers and other users of statistical crime data.
- Experience with identifying and troubleshooting complex application problems and data discrepancies.
- Ability to make presentations to varied end users throughout the Department.
- Certification in Crime and Intelligence Analysis

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DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervises Crime & Intelligence Analysts to include: prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained; and, making hiring, termination and disciplinary recommendations and any other recommendations related to the change in status of employees.	Daily
2	Accesses, collects, collates, analyzes and disseminates raw data extracted from numerous law enforcement data sources and translates into viable criminal intelligence information for investigative, preventative, and operational purposes.	Daily
3.	Identifies and monitors emerging and on-going crime trends; notifies appropriate personnel of relevant and actionable information to include day of week/time of day analysis, method of operation, suspect and vehicle information, and other relevant data.	Daily
4.	Supervise the collection of official crime statistics to the Department of Justice (DOJ) per the FBI Uniform Crime Reporting (UCR) Program, as mandated by the State of California.	Daily
5.	Maintains numerous geographic information system (GIS) databases. Monitors daily and historical imports for accuracy of data used with GIS applications. Manually maintains and updates code tables, data extraction tables and scripts, geographical themes, and third-party databases for use in GIS application.	Daily
6.	Prepares comprehensive written reports to include: charts, graphs, tables, and related materials for use by various law enforcement personnel, City departments and outside agencies.	Daily
7.	Develops suspect/ offender profiles through research and analysis of events, locations, vehicles, physical descriptors, tattoos, monikers, known associates, phone numbers, and modus operandi. Correlates suspect, probation, parolee, gang affiliation, and other known offenders to criminal activity.	Weekly
8.	Conducts spatial and temporal analysis utilizing multiple databases within a geographic information system (GIS) for use in identifying and depicting locations of serious offenders, crime patterns, trends, and series.	Daily

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9.	Conducts crime and intelligence analyses of a highly confidential or sensitive nature. Handles requests requiring complex analyses in the form of telephone toll, association, timeline, mapping, or specialized Public Records Act (PRA).	Daily
10.	Creates custom reports used in accessing, retrieving and formatting data; designs and implements customized databases for use with analytical applications.	Weekly
11.	Provides analytical services and products in support of investigations to include major case and multi-agency task forces. Utilizes intelligence analysis applications to develop comprehensive link charts, timelines, and telephone toll analyses for use in prosecutorial efforts. Participates in related meetings as required.	Daily
12.	Directs coordination of and assists with special analytical projects dealing with crime, demographic resource allocation, budget, homeland defense, traffic enforcement, special operations, grant-funded initiatives, and event planning.	Weekly
13.	Conducts Crime Analysis training sessions on resources and data retrieval software to sworn and civilian employees.	As Required
14.	Establishes and maintains working relationships with other law enforcement agencies and crime and intelligence analysts for the purposes of strategic information sharing, community policing, and crime prevention strategies.	Daily
15.	May testify in court as to methodology employed in gathering information used in crime analysis publications.	As Required
16.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 9/89, s000; revised & retitled 8/08; s001 (formerly titled Sr. Crime Data Specialist); s002 (rev 6/18)