

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

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| Code: | P642 |
| FLSA: | E |
| WC: | 8810 |
| PG: | 511 |
| EEO: | 5 |

CLASSIFICATION TITLE: CRIMINAL INTELLIGENCE ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to research, collect, collate, pattern analyze and disseminate statistical data and crime reports, educate agency personnel regarding to trends and “hot spots” in criminal activity.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs difficult statistical and analytical research involving the use of computer applications including but not limited to OSSI (Crime Analyst Plus, MFR & CAD), Microsoft Office Programs (Word, Excel, Access, PowerPoint & Outlook), G.C.I.C., N.C.I.C., L-3, Arc View, Accurint, Clear, HSIN, Police to Police, Pen-Link, i2 Analyst Notebook and Crystal Reports to analyze random statistical samplings, correlation and regression analysis, and probability studies.

Gathers and analyzes crime data for crime pattern-detection, suspect-crime correlation, target-suspect profiles, and crime forecasting.

Prepares reports on crime data and trends to be used to direct specialized police personnel and training for the purpose of crime reduction and prevention.

Uses numerous computer software programs (i.e. Microsoft Office, Crystal Reports, Pen-Link & i2 Analyst Notebook) to illustrate crime patterns/trends and statistical findings.

Collects, collates, discovers and disseminates statistical information regarding the number of officer’s departmental reports, arrests, citations, calls for service and the allocation of human capital.

Coordinates crime analysis with other criminal justice agencies, whenever possible including local, regional, state and federal information sharing networks.

Monitors crime trends and agency resource allocation to assist in crime prevention through statistical analysis and crime mapping.

Communicates with the agency personnel, other City employees and outside law enforcement personnel in order to collect information for conducting crime analyses.

Makes detailed presentations to agency personnel, city employees, elected officials, outside law enforcement agencies, civil leaders, neighborhood associations, community organizations, business representatives and the general public.

Coordinates and attends meetings, serves on committees as a representative for the department and represents the department at community events on crime analysis and research issues.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, position control reports, budget reports, purchases, work request status reports, project reports, web content, policies, procedures, diagrams, programming manuals, technical support documentation, trade publications, catalogs, directories, equipment operating manuals, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, city vehicle, cellular telephone, shredder, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, graphics, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in criminal justice, mathematics, computer science, business administration, statistics, behavioral science, G.I.S., or related field from an accredited college or university; three (3) – four (4) years of relevant work experience, preferably in law enforcement, criminal justice; statistics, or other analytical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Master's Degree preferred. Other certifications including Certified Law Enforcement Analyst or relevant training is preferred. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be skilled in the compilation & analysis of data. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data for the purpose of planning and directing others on a broad scope. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in favor of a service to coordinate activities of major projects, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control forensic equipment, complex drafting or GIS software, controlling the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information to present information in a coherent, concise, manner, often in front of large groups.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate and analyze statistics, decimals, percentages, fractions, ratios, proportions, measurements; may include ability to perform mathematical operations with algebraic solutions or deductive geometry; may include ability to compute mean, median, mode, standard deviation, probability, regression, correlation; may include ability to calculate surface areas, rectangular coordinates, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives affecting subordinate workers, crime victims and the general public while working in a fluid environment with guidelines, but significant variations.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.