

CITY OF MERCED

CRIME ANALYST I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, conduct tactical, strategic, and/or administrative crime analysis; conduct complex research and analysis and provide timely and pertinent information relating to crime pattern detection, suspect-crime correlation, target-suspect data, crime forecasting, and resource deployment; collect and analyze a variety of data in order to prepare personnel, traffic and crime related reports; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This class performs a variety of specialized analyses and studies and prepares reports that support the success of the department. Incumbents must have excellent written, verbal, analytical, and interpersonal skills. Incumbents will work independently on complex tasks with only general supervision.

REPORTS TO

Chief of Police or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintain a crime analysis program for the City of Merced Police Department.
2. Gather, tabulate, and analyze a variety of economic, geographic or social data in support of crime analysis activities; utilize sources from various calls for service, census, demographic, crime mapping and other related data and analyze the daily data entry of addresses.
3. Prepare a wide variety of crime related reports and analysis for presentation to City Council, Police Department staff, general public and others as necessary.
4. Collect and analyze calls for service by types of criminal and non-criminal activity, time of day, and day of week to include response times.
5. Review and highlight series, trends, and patterns of criminal activity using modern research and statistical methods; produce a variety of computer generated graphics, bulletins, charts, maps, reports, and related materials in order to track and present findings related to criminal activity.
6. Prepare a variety of daily, weekly, monthly, quarterly and annual administrative, operational, and investigative reports; present findings as necessary and maintain records, logs, and files.
7. Represent the Police Department on committees, study groups, project teams, and meetings at the local, regional, and State levels.
8. Develop and maintain positive public relations with emphasis on customer service.
9. Manage and perform special projects as assigned.

10. Maintain the Police Department webpage as necessary.
11. Maintain awareness of developments in the field of crime statistical analysis and incorporate new developments as appropriate.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a crime analysis program.
Law enforcement processes, procedures, and related systems.
Principles and techniques of statistical and data analysis including data collection, collation, analysis and dissemination.
Public relations principles and practices.
Organization dynamics and intergovernmental relations.
Planning principles and methods.
Report writing techniques.
Principles and practices of leadership, motivation, team building and conflict resolution.
National Crime Information Center (NCIC), Uniform Crime Reporting (UCR)/Incident-Based Reporting (IBR), and California Law Enforcement Telecommunications Systems (CLETS) guidelines.
Series, trends, and patterns of criminal activity.
Recent developments, current literature and information related to crime analysis, geographic profiling, community policing and crime prevention.
Principles, practices, methodologies, research and techniques of crime analysis, crime prevention and law enforcement.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Quickly learn the policies, procedures, and processes associated with the position.
Plan, coordinate, and implement public information programs.
Conduct programmatic, statistical, procedural, and investigative research and analysis.
Prepare clear, concise, and complex analysis, statistical reports.
Provide statistical information for Department budget.
Adapt quickly and with flexibility to change.
Work independently with only general supervision on complex and sensitive matters.
Analyze and interpret data, statistics and reports efficiently and accurately.
Recognize, prioritize and accomplish needed tasks.
Maintain accurate analytical records, logs and intelligence databases.
Audit and validate crime data.
Apply principles of logic and scientific methods to define problems involving concrete and abstract variables.
Analyze and determine significance of data gathered through research.
Interpret and apply Federal, State and local laws, codes and safety regulations.
Maintain confidentiality of sensitive information and use discretion in distribution of documents.
Respond to requests and inquiries from the general public and other law enforcement agencies.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, police administration, business administration, or a related field.

Experience:

Two years of increasingly responsible analytical experience including performing data collection, data entry, or data/statistical analysis, preferably in a law enforcement or criminal justice setting.

License or Certificate:

Possession of any P.O.S.T. Certificate in crime analysis is desirable.
Possession of an appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office or field environment; frequent contact with staff and the public; and may require irregular working hours.

Physical: Frequently stand and walk; sit for extended periods; stoop, bend over, and kneel; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 35 pounds, with assistance; maintain corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, audio/visual equipment, telephones, calculators, copiers, and FAX.