



Job Code: 0641
FLSA: Non-Exempt
Unit: PCEA

CRIME ANALYST

DEFINITION

The Crime Analyst conducts research and analysis of criminal justice information/activities, including criminal patterns and trends in support of police operations; assists in the coordination and utilization of the police automated systems; based upon analysis, conducts staffing utilization and allocation studies; plans and evaluates departmental programs; provides support for automated information systems; prepares technical staff reports; and makes departmental presentations.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Support Services Manager. Exercises no supervisory responsibilities.

TYPICAL DUTIES

1. Collects, organizes, and analyzes information and statistical data about criminal activities/patterns and known criminal offenders; provides said information to appropriate personnel.
2. Researches, collects, compiles data for various reports and projects.
3. Provide technical support for department information systems hardware and software.
4. Organizes and maintains manuals and automated information systems for storage and retrieval of criminal offender information.
5. Coordinates' data collection of Crime Analysis files; develops individual computer files and report tables.
6. Attends law enforcement meetings for crime information exchange and crime analysis techniques.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Contemporary personal and mainframe computer applications.
2. Basic research, analysis and statistical methods.
3. Law enforcement operational staffing models.
4. Law enforcement information/records systems.

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ABILITY TO:

1. Conduct research, interpret, analyze information and draw conclusions form information analyzed.
2. Organize and present information in both oral and written format.
3. Utilize computer technology to carry out responsibilities.
4. Maintain effective working relationships.
5. Carry out responsibilities with a minimum of direction.

EDUCATION/EXPERIENCE

Education/Experience

College course work in Public Administration, Statistics, Economics, Criminal Justice, Computer Science or a closely related field and two years of related experience is required, a four year college degree is preferred.

License:

Possession of a valid California Drivers License.

Certificates:

Ability to obtain a Department of Justice Crime Analysis Certificate within twelve months of employment.

Other Requirements:

Willingness and ability to work the hours necessary to accomplish the assigned duties including shifts and holidays; attend meetings, seminars, conferences and training classes; travel locally and out of town as needed.

Work in a standard office environment; drive a vehicle; read or see objects under ambient, limited or artificial lighting and at a reasonable distance with sufficient clarity; hear normal speech and other audible events, in combination with other environmental noise, including hearing voices transmitted by radio and telephone; speak clearly to be understood by others under normal or highly stressful circumstances, either directly or through amplifies radio or telephone transmission and alternatively move from one place to another.