



Office of Human Resources
Crime Data Analyst Associate - CA3177
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs intermediate professional level work researching, complying and analyzing data such as crime reports, census, economic and demographic information, and data from outside agencies to identify and recommend methods to address criminal activity in the jurisdiction. Provides information to the public and other public agencies.

Distinguishing Characteristics

The Crime Data Analyst Associate is distinguished from the Crime Data Analyst Senior that performs full performance professional level work researching, complying and analyzing data such as crime reports, census, economic and demographic information, and data from outside agencies to identify and recommend methods to address criminal activity in the jurisdiction. Provides information to the public and other public agencies.

Level of Supervision Exercised

None

Essential Duties

Conducts research on diverse subjects; analyzes and interprets crime data, applies statistical methodologies to identify trend, pattern, and series information; provides analysis of gross aggregate aspects of reported crime data to identify changing areas of emphasis in the community.

Participates and responds to the police district's problem-solving strategy; makes recommendations, projections, and forecasts based on research and analysis.

Prepares detailed statistical reports and staff studies of research findings; aids in the investigative process by identifying known offenders and fugitives and identifying suspect/crime correlation through case matching.

Produces visual investigative aids; conducts intelligence analysis to identify associations; monitors criminal activity to determine suppression and /or displacement of crime.

Develops resources for Federal and State grant applications and supporting documentation; initiates and responds to inter- and intra- departmental requests for information disseminating said information.

Develops operational statistics to support or refute positions based on objective data sources.

Manages case files, logs and records with accuracy according to established procedures.

Performs data input and retrieval of information related to various management systems.

Provides supportive analysis, investigative and training services to all levels of personnel.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of statistics; empirical research methods and procedures including sampling and surveying techniques; and crime analysis and criminal justice functions as related to police department practices and procedures.

Skill in the use of personal computers and database, word processing, GIS mapping, intelligence, and spreadsheet software programs.

Education Requirement

Bachelor's Degree in Criminal Justice, Statistic, Mathematics, Psychology, Sociology, Public Administration or a related field.

Experience Requirement

Two (2) years of professional experience performing statistical analysis and research including analyzing data, developing recommendations, implementing strategies and preparing reports of findings and recommendations.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Able to pass a Secret Clearance with the Department of Homeland Security.

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-809

FLSA Code: Y

Established Date: 2/24/2019

Established By: GT

Revised Date:

Revised By:

Class History: