



Office of Human Resources  
Crime Data Analyst Senior - CA3178  
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### General Statement of Duties

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.

### Distinguishing Characteristics

The Crime Data Analyst Senior is distinguished from the Crime Data Analyst Associate that 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.

### Essential Duties

Compiles, organizes and reviews raw data from crime reports and other law enforcement documents; enters raw data into appropriate databases and generates resulting statistical reports; reviews, analyzes, investigates and integrates statistical information; determines and makes conclusions regarding patterns, trends, "hot spots," suspects, etc.; develops recommendations for appropriate responses, including planning, tactical or preventive deployment.

Plans, organizes, and conducts special crime and related statistical studies and projects to provide management with accurate, complete data to aid in future planning and decision making; determines analytical techniques and information-gathering processes and obtains necessary information and data for analyses; identifies problems, trends, patterns and issues; develops presentation materials and reports to management on findings.

Makes presentations of findings to agency management, elected officials and policy-making groups, representatives of other agencies and the public; develops and conducts training sessions to agency employees and the public on how to interpret data and findings in major policy issues.

Develops data collection tools, including surveys, to meet specific program or agency objectives; conducts surveys; enters and analyzes data; writes reports, newsletters and articles for publication explaining data and findings.

Drafts contracts, including defining the scope of work; recommends data and statistical approach to be used; maintains proper documentation to ensure compliance with all City legal requirements and standards.

Represents the agency on internal, interagency and public task forces and commissions to gather, present and interpret complex statistical information and data; writes accompanying narrative to explain the context of the data and data collection for public or internal release.

Evaluates, organizes and presents data and information from ongoing major criminal investigations to aid investigators in the identification of criminal organizations, individuals and activities.

Collates, evaluates and analyzes crime information and statistics to identify the possible structure of criminal organizations and determine the most effective use of resources in reducing criminal activity.

Maintains working relationships with other law enforcement agencies to provide and obtain information; keeps abreast of current trends in field of responsibility by researching and reviewing professional literature and participating in professional crime analyst organizations; represents the City by serving and participating on various committees with other law enforcement personnel; attends and actively participates in all required agency and external meetings.

Researches and advises management on needs and requirements of the agency related to statistical data processing information systems and tools and the retention of appropriate statistical data.

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

### **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.

### **Level of Supervision Exercised**

By positions, performs lead work.

### **Education Requirement**

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

**Experience Requirement**

Three (3) 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.):

Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.

**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-811**

**FLSA Code: Y**

**Established Date: 2/24/2019**

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History:**