

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	CRIME ANALYST
<b>DEPARTMENT</b>	POLICE
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To perform analysis related to causes of crime; research and respond to questions; examine a variety of crime related data to identify crime series, crime patterns and trends; disseminate analytical findings to department personnel and others to assist with the investigation of crimes; gather and manage interdepartmental statistics and information on a variety of topics; assist in grant related research and performance reports; assist others with computer based geo-tracking, database, and presentation projects.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from Police Services Manager and/or Police Administration.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality
- Maintain confidentiality of city records and/or confidential discussions pertaining to City records.
- Review and study a variety of data and identify crime trends and patterns in support of investigations.
- Collect, analyze, correlate and evaluate data from a variety of sources including, but not limited to; intelligence and arrest reports, law enforcement databases, and other documentation; develop crime mapping analysis of geographic data collected.
- Analyze dates, times, geography and environment of crimes; forecast the date, time and location of the next crime in a series.
- Review, summarize and analyze qualitative and quantitative data using calculations involving a variety of statistics.
- Produce complex and technical reports and bulletins for the Department and other jurisdictions.
- Establish criminal profiles that include prior criminal activity and relationships to aid in making connections between members and criminal organizations.
- Evaluate telephone calls to plot activity and determine the size and location of criminal groups and members.
- Manage grant applications and necessary reports.
- Create and maintain a variety of databases, files and records; maintain and control sensitive information.

- Provide information to the public, schools, government and civic organizations on a variety of topics.
- Collect and analyze interdepartmental information and statistics.
- May be required to testify in court.
- Gather information, print, prepare, and complete accurate records pertaining to the tracking of inventory related to property and evidence received by the Department.
- Assist officers and the public at front counter and over the telephone.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

**Knowledge of:**

- Principles and practices of records management systems including inventory techniques.
- Principles and practices of customer service.
- Accepted law enforcement procedures, operations and regulations.
- Methods of identifying, analyzing and interpreting essential information.
- Graphics such as charts, maps, pictures and diagrams.
- Principles and practices of data collection, correlation, analysis, and reporting.
- Statistical principles.
- Office software systems including; Word, Excel, Access, Publisher, and PowerPoint.
- Web-based research and communication techniques.
- Principles and practices of work safety.
- Modern office procedures, methods and computer equipment.
- English usage including spelling, punctuation and grammar.
- Data entry and report generation.

**Ability to:**

- Collect a variety of data, evaluate for validity, form appropriate conclusions and assemble data into an organized and comprehensible format and make recommendations based on the analysis.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Perform cross tabulations, create reports, charts and graphs and export objects to other applications.
- Work with restricted law enforcement documents and databases and highly confidential information.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Effectively convey information to others in presentation form and effectively respond to questions.
- Effectively identify or detect patterns and trends. Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Research, analyze and prepare technical reports.
- Understand and follow both oral and written instructions.
- Type at a speed of 45 NWPM.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Drive a vehicle to labs, auctions and disposal sites.

### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Two (2) years of responsible analytical experience within a criminal justice agency or experience dealing with data collection, statistical research and analysis, presenting and disseminating data and statistics and working with automated systems in data collection, collation, and analysis.

### **DESIRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in criminal justice, criminology, statistics, psychology, sociology, or related field.
- Possession of a State of California Department of Justice Certification as a Crime and Intelligence Analyst.

10/17