

## SENIOR CRIME ANALYST

*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 general direction, supervises, assigns, reviews, and coordinates the day-to-day activities of the Crime Analysis Unit including collecting, compiling, and analyzing data from a variety of sources to identify and evaluate crime series, trends, and patterns; oversees and develops reports on crime series, trends, and patterns; oversees and participates in preparing crime summaries, statistical reports, spreadsheets, charts, maps, diagrams and graphs; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### **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.*

Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the Crime Analysis Unit; sets schedules and provides adequate staffing for the Crime Analysis Unit.

Establishes schedules and methods for providing crime analysis services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.

Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.

Researches, analyzes, and collects data from a variety of sources to identify and evaluate crime series, patterns and trends; prepares analysis and intervention strategies for findings; interprets and provides statistical information for department staff members.

Attends patrol briefings to discuss crime patterns and review current events; updates officers and investigators on crime series, patterns and trends.

Develops and prepares crime summaries, statistical reports, spreadsheets, charts, maps, diagrams, graphs and related materials in order to track and present findings related to criminal activity, patterns, and trends; prepares predictions based upon previous reported activity and an analysis of typical behavior patterns.

Collects, reviews, and analyzes a variety of internal and external reports in order to determine if offenders can be identified, extra deployment is needed and if preventive measures are necessary.

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Troubleshoots the in-house ARJIS database to insure data integrity; assists in identifying data entry errors or system manipulations; provides solutions as necessary.

Serves as department's liaison for Countywide law enforcement database (ARJIS); presents department concerns on data integrity, problematic programming, and new applications; troubleshoots and documents system problems in order to get them resolved; reviews and corrects geographical database as necessary; provide training for officers and investigators on various ARJIS components.

Reviews and responds to requests for information related to the Crime Analysis Division from other divisions, departments, outside agencies and the public.

Oversees, reviews, and prepares local, state and federally mandated uniform crime reports as required; tracks and analyzes crimes as necessary.

Prepares the monthly Management Report for supervisory and management personnel including retrieving, reviewing, compiling, and writing the summary of the report.

Researches and responds to the Department of Justice (DOJ) and the Federal Bureau of Investigation on state and national crime trends; researches information for subpoenas; consults with City Attorney's Office, District Attorney's Office, and Department of Justice; testifies in court on subpoenaed records and series information as necessary; prepares reports, correspondence, letters, and memos related to state and national crime trends.

Provides staff assistance to the Police Administrative Services Manager; performs special assignments, tasks and projects as assigned; prepares and presents staff reports and other correspondence as appropriate and necessary.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of crime analysis; incorporates new developments as appropriate into programs.

Performs 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.

Principles, practices, methodologies and techniques of crime analysis, crime prevention, law enforcement and police records processing.

Principles of supervision, training, and performance evaluation.

Methods and techniques of statistical research and analysis.

Principles of data collection, collation, analysis, and dissemination.

Advanced research techniques including knowledge of how to initiate research, document findings and recommendations.

Uniform Crime Reporting (UCR).

Police records practices and retention laws.

Law enforcement procedures and the Public Records Act.

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Office procedures, methods, and equipment including specialized public safety computer systems and applications including the Automated Regional Justice Information System (ARJIS) and the Crime Analysis Statistical System (CASS).

Basic principles and practices of municipal budget preparation and administration.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Coordinate and direct the day-to-day activities of the Crime Analysis Unit.

Supervise, organize, and review the work of assigned staff.

Select, train, and evaluate staff.

Recommend and implement goals, objectives, policies and procedures for providing crime analysis services.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Perform statistical research and analysis.

Compile and interpret statistics.

Analyze various crime data and develop analytical reports.

Track and present findings related to criminal activity, patterns and trends.

Prepare predictions of criminal activity based upon previous reported activity and an analysis of typical behavior patterns.

Prepare extensive reports, maps, charts, graphs and other visual aids.

Recommend and implement goals and objectives for providing crime analysis and research.

Respond to requests and inquiries from the general public.

Operate office equipment including computers and supporting crime analysis programs and databases.

Prepare clear and concise reports.

Participate in the preparation and administration of assigned budgets.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

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 police science, criminal justice, public administration, mathematics/statistics or a related field.

**Experience:**

Four years of increasingly responsible crime analysis and research experience including one year of lead supervisory responsibility.

**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 the essential job functions.*

**Environment:** Standard office setting. CONTINUOUS working indoors, dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.