

SUPERVISING CRIME ANALYST

DEFINITION

Under general direction, supervises, plans, organizes and reviews the work of Crime Analysts in the Police Department; performs related work as assigned.

CLASS CHARACTERISTICS

This is a professional Police civilian supervisory class, responsible for the coordination and supervision of crime analysis and research work. The incumbent is responsible for recommending policy, developing goals and objectives, providing work assignments and direction, employee training and evaluation, and resolving day-to-day work issues. This class is distinguished from the Police Services Manager in that the latter has overall management responsibility for this Division.

PRINCIPAL DUTIES (Illustrative Only)

1. Supervises, plans, organizes, coordinates, reviews and evaluates the work of the crime analyst section.
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the section.
3. Recommends selection of staff and provides for the training and development of staff; recommends and implements disciplinary action as required.
4. Makes budgetary recommendations and administers the section's budget.
5. Provides technical assistance and serves as a resource to staff in resolving difficult crime scenes and processing problems.
6. Monitors and/or reviews reports generated by crime analysts for compliance with administrative and technical policies and protocols.
7. Supervises the use of and acts as a system administrator for related technical data bases and computer applications/programs.
8. Maintains current knowledge of crime research and intelligence; and methods.
9. Resolves computer related network issues relating to law enforcement databases, involving multiple agencies and/or users.
10. Develops and maintains cooperative working relationships with federal, state and local law enforcement agencies.
11. Maintains records of crime analysis data and reports.
12. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in criminal justice, business or public administration, law enforcement or a closely related field and three (3) years performing duties at a level equivalent to the Crime Analyst. Lead or supervisory experience desirable. Additional experience in criminal analyses or direct involvement in criminal investigations may be substituted for the college education on a year-for-year basis to a maximum of two years. Possession of a valid Crime and Intelligence Analyst Certificate issued by the State of California, Department of Justice, may be substituted for the college education to a maximum of two years.

Other Requirements:

Must possess a valid California driver's license.

Knowledge of:

- Planning, organizing, training, disciplining and evaluating the work of assigned staff;
- Principles, practices and methods of administrative, criminal or statistical analysis;
- Business computer user applications particularly related to statistical analysis and data management;
- Supervising the statistical and comparative analysis techniques and formulae; and
- Basic law enforcement organization, activities, terminology and regulations.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff;
- Supervises the collecting, compiling and analyzing information and data, evaluating alternatives and reaching sound conclusions;
- Training staff in work procedures;
- Preparing accurate statistical and narrative reports of crime and making effective presentations;
- Interpreting and applying laws, regulations, policies and procedures;
- Maintaining accurate records and files;
- Directing the work of others on a project or day-to-day basis; and
- Exercising sound and independent judgment within established guidelines.

Physical/Mental Abilities:

- Mobility - Frequent sitting and occasional walking; and standing while operating a keyboard;
- Lifting - Occasional lifting and carrying up to 25 pounds;

- Vision - Constant use of overall visual capabilities; ability to read small fonts and hand writing and produce printed material and information displayed on a visual display terminal;
- Dexterity - Occasional holding, grasping, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech, frequently over noise, in person by telephone, and in group settings;
- Special Requirements - May require weekend, evening or night work causing overtime;
- Emotional/Psychological - Constant concentration and decision making; frequent public contact; occasional to moderate working alone, and traveling;
- Environmental Conditions - Occasional to frequent exposure to noise, indoor cold/heat; and
- Working Conditions - Office environment. May be loud at times.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:



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DEPUTY CITY MANAGER/INTERIM DIRECTOR
OF HUMAN RESOURCES

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