

CITY OF OCEANSIDE

NEW: JANUARY 2006
CLASS CODE: 2036PN
UNIT: OPOA (NON SWORN)

CLASS SPECIFICATION

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.*

DEFINITION

Under general supervision, converts raw data into valid criminal intelligence information; analyzes data and determines trends in criminal activity; develops crime/suspect and suspect crime correlations, target profile analyses, individual computer files, and report tables. Solves case problems related to various criminal events; responds to requests for crime analysis information relating to specific investigations. Performs a wide variety of duties that support the assigned unit; and performs other related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level class within the Crime Analyst series. Employees within this class are distinguished from the Crime Analyst by the performance of the full range of duties as assigned, as well as performance of the more complex analytical assignments. Perform independent and directed research duties specific to the needs of the Police Department. Assignments can be broad in scope in the form of problems to be solved or questions answered, or can be in a specialized area, such as grant writing, research, and coordination. Work requirements normally have department-wide impact, and at times involve other city departments, external law enforcement agencies, and other private and public organizations. Work requires the use of initiative and judgment; exercises functional and technical supervision over crime analysts and performs other related duties as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

- Converts raw data into valid criminal intelligence information.
- Reviews and analyzes crime reports, field interview cards, and related criminal data and information daily, to identify and evaluate crime series, trends, and patterns.
- Performs probability studies and statistical analysis such as random sampling and correlation and regression analysis, to correlate and analyze crime information.
- Analyzes and develops processes, procedures, work simplification, and methods of achieving intended outcomes; participates in developing applications of the computer systems to crime information, including the design of statistical and graphic programs.
- Responds to requests for crime and intelligence analysis and information; searches files for comparisons with those of known suspects.
- Assists operations and management personnel in planning the deployment of resources for the prevention and suppression of criminal activity.

- Maintains a consistent and current understanding of laws and technology in the assigned area of responsibility.
- Maintains manual and automated systems for storage and retrieval of crime information, including logging crime reports, determining what information to store, and making data entries.
- Prepares crime data reports and studies, including known offender bulletins, crime series bulletins, and crime pattern bulletins.
- Develops and maintains effective liaison with local, state and federal law enforcement agencies to exchange crime information.
- Develops and implements strategies against recognized criminal trends.
- Develops and implements crime analysis principles, methods, and functions.
- Provides periodic administrative and management reports.
- Provides training on crime analysis and mapping fundamentals.
- Coordinates the development and maintenance of computer programs to assist in crime analysis efforts.
- Represents the Oceanside Police Department on research, grant, and countywide initiatives.
- Conducts needs assessments to develop training and updated policies and procedures.
- Effectively supervises subordinate employees, provides clear work instructions, reviews and evaluates employee's job performance.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

The distinction between crime patterns, series, and trends.
 Familiarity with motives of crime and types of criminals.
 Business English and statistical mathematics.
 Organizing, maintaining and retrieving data from electronic files.
 Research methods as they apply to crime and intelligence analysis.
 Statistical analysis methods and techniques as they apply to crime and intelligence analysis.
 Probability theory.
 Federal, state and local laws as they relate to the essential functions of this position.
 Principles of automated information systems.
 Problem solving and making effective decisions.
 Principles and practices of supervision.

Ability to:

Work with personal computers and perform data entry and basic programming.
 Communicate effectively, both orally and in writing.
 Understand and carry out written and oral instructions.
 Write crime trend reports
 Formulate conclusions based on analysis of intelligence data.
 Read and interpret maps and geological information.
 Take the initiative and be creative in order to accomplish objectives.
 Function effectively with minimal supervision.
 Work irregular hours as necessary to meet deadlines and achieve objectives.

Work in a multiple task environment and coordinate several assignments simultaneously.
Exercise independence in identifying, defining and selecting study methods.
Problem solving and making effective decisions.
Schedule and oversee the work of others.
Work well under pressure.
Understand and apply complex concepts provided by management information systems.
Establish and maintain cooperative working relationships with co-workers, staff and outside agencies.

Experience and Training Qualifications

Experience:

Four years of full time experience involving formulation analysis, evaluation, and implementation of research programs, in the field of criminal behavior or social science. Proficiency in GIS mapping, word processing, spreadsheet, and database application is highly desirable.

Training:

A Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, or a related field.

License or Certificate

Possession of or ability to obtain a valid California Class C Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Primarily office environment and computer equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition for sitting, walking or standing for prolonged periods of time.

SPECIAL REQUIREMENTS

May be required to work holidays, nights, weekends, a through background investigation which may include a psychological and polygraph exam, medical examination which may include drug screening.

Probationary Period:

Six (6) months