

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Crime & Intelligence Analyst (1187)**  
**Crime & Intelligence Analyst PT (1188)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Police Department	Sr. Crime & Intelligence Analyst	Non-exempt

### **CLASS SUMMARY**

Performs crime and intelligence analysis utilizing administrative, strategic, operational, tactical, and intelligence analysis techniques. Provides accurate and timely crime and intelligence information in support of patrol operations, criminal investigations, crime prevention, and administrative functions. Extracts raw data from multiple law enforcement systems and utilizes specialized analytical software applications in order to identify and monitor crime trends and criminal activity. Assists investigators in solving criminal cases by translating data into viable intelligence information. Provides statistics for Police and City budget management reports, resource allocation, and grant-funded initiatives. Performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the first of two levels in the Crime & Intelligence Analyst series. Incumbents of this class are primarily responsible for conducting crime and intelligence analysis for a pre-defined patrol service area and for the delivery of a wide range of analytical services and products to Department members to improve officer and community safety. This class differs from the Senior Crime & Intelligence Analyst in that the latter class performs more complex crime and intelligence analysis and has supervisory duties over Crime & Intelligence Analysts.

### **QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

#### **Minimum Qualifications**

##### **Education and Experience**

Any combination of training and experience equivalent to the completion of a Bachelor's degree from an accredited college or university in public or business administration, information management, criminal justice or other related field and two (2) years of paid, professional experience in a law enforcement agency utilizing multiple police information systems, performing research and compiling crime data. Two years (2) of additional experience may be substituted for education on a year-for-year basis.

##### **Special Requirements**

Ability to successfully pass a comprehensive background investigation including a polygraph.

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**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of crime analysis processes to include data access, collection, collation, analysis, dissemination and feedback.
- Knowledge of available law enforcement systems and software.
- Ability to understand, interpret and apply detailed instructions, rules and regulations.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to learn a variety of computer applications.
- Ability to create and interpret charts, graphs, maps, tables, and geographic information.
- Ability to learn and accurately compute basic statistics.
- Ability to learn and perform basic computer programming.
- Ability to analyze and evaluate information and form logical conclusions and/or recommendations.
- Ability to coordinate multiple tasks and prioritize timelines.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of the information needs and objectives of police officers and other users of statistical crime data.
- Knowledge of specialized computer software systems (GIS and Intelligence applications).
- Proficiency in the use of Microsoft Office suite (Word, Excel, Access, PowerPoint, Outlook).
- Ability to identify and troubleshoot application problems and data discrepancies.
- Ability to make presentations to varied end users throughout the Department.
- Knowledge of the five types of crime analysis techniques: tactical, operational, strategic, administrative and intelligence.
- Certification in Crime and Intelligence Analysis.

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FRE-QUENCY*</b>
1.	Accesses, collects, collates, analyzes and disseminates raw data extracted from numerous law enforcement data sources and translates into viable criminal intelligence information for investigative, preventative and operational purposes.	Daily
2.	Identifies and monitors emerging and on-going crime trends; notifies appropriate personnel of relevant and actionable information to include day of week/time of day analysis, method of operation, suspect and vehicle information, and other relevant data.	Daily
3.	Reviews crime reports and determines proper crime classification according to state and federal guidelines; applies quality control measures to ensure accuracy of data entered into the Records Management System (RMS).	Daily
4.	Prepares and submits official crime statistics to the Department of Justice (DOJ) per the FBI Uniform Crime Reporting (UCR) Program, as mandated by the State of California.	Monthly
5.	Prepares comprehensive written reports and memos to include: charts, graphs, tables and related materials for use by various law enforcement personnel, City departments and outside agencies.	Daily
6.	Develops suspect/offender profiles through research and analysis of events, locations, vehicles, physical descriptors, tattoos, monikers, known associates, phone numbers, and modus operandi. Correlates suspect, probation, parolee, gang affiliation, and other known offenders to criminal activity.	Weekly
7.	Conducts spatial and temporal analysis utilizing multiple databases within a geographic information system (GIS) for use in identifying and depicting locations of serious offenders, crime patterns, trends, and series.	Daily
8.	Creates custom reports used in accessing, retrieving and formatting data; designs and implements customized databases for use with analytical applications.	Weekly
9.	Provides analytical services and products in support of investigations to include major case and multi-agency task forces. Utilizes intelligence analysis applications to develop comprehensive link charts, timelines, and telephone toll analyses for use in prosecutorial efforts. Participates in related meetings as required.	Daily

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10.	Assists with special analytical projects dealing with crime, demographic resource allocation, budget, homeland defense, traffic enforcement, special operations, grant-funded initiatives, and event planning.	Weekly
11.	Establishes and maintains working relationships with other law enforcement agencies and crime and intelligence analysts for the purposes of strategic information sharing, community policing, and crime prevention strategies.	Daily
12.	May testify in court as to methodology employed in gathering information used in crime analysis publications.	As Required
13.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY:</b> Established 9/89, s000; revised & retitled 8/08; s001 (formerly titled Crime Data Specialist)
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