



## Crime/Intelligence Analyst

**Department:** Public Safety

**SUMMARY:** Performs statistical and analytical research, to include collecting, analyzing and reporting on various statistics. Exercises general supervision over the Record Section Clerks.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Conduct trend and pattern analyses of activities using qualitative, temporal and geographic measures and statistical methods; prepare reports based on information gained from analysis.

Collect, study and analyze data to identify emerging patterns, series and trends; prepare graphic representations of detailed and complex statistical findings.

Communicate with the general public, City employees, and agencies in order to collect information for conducting analyses.

Perform research studies, feasibility studies and needs assessments, cost/benefit analyses, cross impact analyses and management studies.

Conduct a variety of procedural and operational studies in order to outline problems and recommend solutions regarding statistical analysis.

Serves as Police Department Records Custodian.

May evaluate new technologies and make recommendations; forecast technological needs; monitor the usage of technology within the Department.

Make presentations to the City, members of the community and outside agencies.

Enter, search and retrieve information utilizing a personal computer in order to collate and analyze statistics and maintain histories of collected data.

Establishes standards of production and workflows to assure quality and efficiency of record keeping functions.

Work with other agencies out of the Fusion Center; share knowledge, tools and resources to help accomplish accurate analyses and complete intelligence work-ups.

Support City policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

## **KNOWLEDGE AND SKILLS:**

### **Demonstrated Knowledge of:**

City, State, Federal and Department procedures, policies and guidelines; City Code; Chain of command protocol; Arizona Revised Statutes.

Research design and data processing methods, procedures and equipment used in statistical analysis.

Various computer software packages designed for statistical data and techniques; statistical program language.

### **Skill in:**

Comprehending and analyzing written material to provide conclusions about patterns and trends.

Critical thinking and problem solving.

Preparing graphic representations of detailed and complex statistical findings or of analysis results.

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Utilizing a personal computer, standard software, specialized software and various criminal information databases; functioning standard office equipment.

## **MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Criminal Justice, Behavioral or Computer Science, Statistics, or related field, and three (3) years paid fulltime experience involving data analysis and evaluation, or analytical research; OR an equivalent combination of education and experience.

## **LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted: Nov, 2007

Formerly: Research Analyst

Revised: Nov, 2014, Mar 2019