

CRIME ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Crime Analyst performs crime analysis work for the Police Department. Duties include: performing difficult statistical and analytical research involving the use of computer applications, random statistical samplings, correlation and regression analysis, and probability studies; gathering and analyzing crime data for crime pattern detection, suspect-crime correlations, target-suspect profiles, and crime forecasting; preparing reports on crime data and trends for police personnel; making presentations to police personnel, members of the community, and outside agencies; and coordinating the automatic scheduling process for the Police Department. The Crime Analyst works with and is responsible for managing the analysis for a Patrol District or for COMPSTAT and will also perform tasks deemed necessary by that District's staff or the Police Chief. This class performs related duties as required.

Distinguishing Features: Work is performed under the general direction of a Police Lieutenant, or other sworn police employee, with allowance for independent initiative, judgment, and latitude for selection of methods and procedures. Work performance is reviewed through conferences, reports, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Coursework in quantitative methods and program languages is preferred. Experience in statistical research and analysis using automated systems/records is preferred. Geographic Information Systems (GIS), Statistical Analysis System (SAS) or Statistical Product and Service Solutions (SPSS), and general programming abilities are preferred. Experience in the criminal justice field is also preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, and outside law enforcement personnel in order to collect crime information for conducting crime analyses. Gives oral presentations on crime statistics and trends. Produces written documents such as reports and crime

analysis bulletins with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to disseminate crime statistics, suspect information, and Modus Operandi (M.O.) patterns. Writes computer programs for specific crime analysis projects.

Manual/Physical: Enters, searches, and retrieves information utilizing a terminal or personal computer (PC) in order to collate and analyze crime statistics, maintain histories of crime information, and compile crime bulletins. Sorts, separates, arranges, and files police reports, crime statistics, bulletins, and articles in a prescribed manner in order to maintain a history of crime-related statistics and perform crime analyses. Draws or letters charts, schedules, graphs, and maps to illustrate crime patterns/trends and statistical findings utilizing computer-aided graphics. Observes, compares, and monitors data including departmental reports and computer-generated statistics to determine compliance with crime analysis procedures. Inspects and monitors computer software for proper operation.

Mental: Comprehends and analyzes written materials including police reports and crime statistics in order to provide conclusions about crime patterns and trends in disseminated crime bulletins. Analyzes raw crime data in order to make recommendations in a written report format regarding patterns and trends in criminal activity. Prioritizes own work. Learns job-related material through on-the-job training regarding computer databases unique to City-developed systems and Mesa Police Department rules and procedures. Conducts a variety of procedural and operational studies in order to outline problems and recommend solutions.

Knowledge/Skill/Abilities:

Knowledge of:

research design methods, procedures, and techniques used in statistical analysis;
statistical program languages; and
data processing methods, procedures, and equipment.

Skill in using computer software packages designed for statistical data.

Ability to:

learn the uniform crime reporting processes and requirements;
learn the principles and practices of police and public administration;
acquire knowledge of law enforcement needs, techniques, methods, and legal demands;
learn computer software applications in use or being developed by the City for crime analysis;
prepare graphic representations of detailed and complex statistical findings or of crime analysis results;
work under pressure within time constraints; and
establish and maintain effective working relationships with fellow employees, supervisory personnel, and outside agency personnel.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 12/16

TO/aa/js

CS4509.DOCX (Full-time)

PAY GRADE: 47

CS4590 (Part-time)

PAY GRADE: 47

CS4802 (Special Assignment)

PAY GRADE: 48

EEO-Prof

IND-8810

JOB FCTN-ADM

SWORN-No

INCREMENTS 62-200