CRIME ANALYST SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Crime Analyst Supervisor is responsible for operational planning, coordinating, supervising, and participating in the activities of the Crime Analysis Unit in the Police Department. Duties include: measuring and evaluating work performance; training Crime Analysts and Crime Analysis Technicians in essential functions, processes, and procedures; interviewing, hiring, counseling, and disciplining staff; completing performance appraisals; planning, directing, and coordinating activities by overseeing the scheduling and prioritizing of work assignments; and implementing operating procedures. Work involves preparing, analyzing, and sharing complex crime, intelligence, and report trends at an expert level, performing advanced analytical work while researching, and analyzing a variety of societal issues, and identifying spatial and temporal crime patterns and trends. The Crime Analyst Supervisor guides the department on how crime analysis products should be used to combat crime, develops continuity and standardization within existing analytical practices and procedures while making improvements where identified, and interacts with the Police Department leadership to provide input on policy development. A Crime Analyst Supervisor will have significant experience in designing and/or managing the COMPSAT or similar formalized reporting process in a public safety agency.

Distinguishing Features: This class is distinguished from the Crime Analyst classification by its responsibility for supervision and coordination of training for the Crime Analysis unit. Assignments are generally in the form of broad requests and objectives that require independent initiative, judgment, latitude, and considerable flexibility in developing/designing a training plan and selection of methods and procedures. This class is supervised by a Public Safety Strategic Planning and Data Analysis Coordinator who reviews work through conferences, reports, and meetings. This class is FLSA exempt-administrative.

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, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Business Administration, Statistics, or closely related field. Extensive (5+ years) full-time experience conducting research, data collection, and statistical analysis in a law enforcement or related environment. Good (1 – 3 years) experience in a lead or supervisory capacity.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess Analyst certification from the International Association of Crime Analysts (IACA) or the International Association of Law Enforcement Intelligence Analysts (IALEIA) within one year of hire or promotion date.

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. Master's Degree in Criminal Justice, Public Administration, Business Administration, Statistics, or closely related field. Two years of lead or supervisory experience. Experience leading process improvement projects, experience working with Microsoft Office Products, Geographic Information Systems (GIS), Statistical Product and Service Solutions (SPSS), and general programming experience related to the criminal justice field is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, and outside law enforcement personnel in order to collect information for conducting crime analysis. 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. Develops written department procedures and best practices outlining the steps entailed in producing various analytical products. Provides input on crime analysis related policy development/revision.

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. 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 analysis. Creates 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. Meets scheduling and attendance requirements.

Mental: Develops training plans/matrix, individual training requirements, and measurable guidelines for Crime Analyst and Crime Analysis Technicians. Selects and analyzes new software products and its effectiveness. Streamlines work processes. 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. Resolves procedural and operational problems by applying problem solving techniques. 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:

theory, principles, practices, and methods of crime analysis;
research design methods, procedures, and techniques used in statistical and data analysis as they relate to criminal justice;
analytical software related to crime analysis;

proper practices and methods of data collection, processing, preservation, and retention;
project management and control techniques;
auditing procedures, office and equipment management procedures, and clerical processes; and
the principles and practices of employee supervision, training, and evaluation.

Ability to:

develop and implement training requirements and training matrix;
evaluate analytical software products and their effectiveness;
learn computer software applications in use or being developed by the City for crime analysis;
analyze and accurately interpret data findings;
streamline work processes;
navigate and leverage law enforcement records management systems (RMS), such as Versaterm;
practice effective spreadsheet design (Excel);
utilize mapping applications, such as Geographic Information Systems (GIS);
understand and become proficient with business analytics software, such as Statistical Product and Service Solutions (SPSS) or Tableau;
obtain data from multiple sources of origin, and understand and explain the nuances of each;
participate in the hiring process of new Crime Analysts and Crime Analysis Technicians;
learn the uniform crime reporting (UCR/NIBRS) processes and requirements;
learn the principles and practices of police and public administration;
acquire knowledge of law enforcement needs, techniques, methods, and legal demands;
prepare concise and comprehensive reports, including necessary supporting documentation, concerning crime analysis recommendations;
prepare clear and accurate graphical representations of detailed and complex statistical findings or of crime analysis results;
understand the appropriate times to utilize the various types of analytical products (timelines, flowcharts, link charts) and be able to work with the applicable software (I2 Analyst Notebook, RFFlow, etc.);
prepare and disseminate findings to citizens via Crime Prevention Officers, public records requests, and City Council;
make oral presentations to police and City leadership;
provide feedback to police leadership;
appear in court to provide evidentiary testimony as required;
lead teams in continuous process improvement efforts based on best practices;
handle multiple projects simultaneously and use good judgment in prioritizing work assignments;
work under pressure within time constraints;
possess crime analysis certification from either the IACA or the IALEIA;
possess AZPOST certification as a General Instructor; 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.

New 1/24
CDP/js/yf
CS5408.DOCX   PAY GRADE: 54
EEO – Pro   IND – 8810
JOB FCTN – ADM   SWORN – No
INCREMENTS 54 – 200