



Crime Analyst

Class Code:
P46

Bargaining Unit: Professional and Technical
Unit

CITY OF FOUNTAIN VALLEY
Established Date: Feb 1, 2012
Revision Date: Oct 25, 2012

SALARY RANGE

\$32.13 - \$39.06 Hourly
\$2,570.77 - \$3,124.62 Biweekly
\$5,570.00 - \$6,770.00 Monthly
\$66,840.00 - \$81,240.00 Annually

CLASS DESCRIPTION:

Perform professional complex, technical, analytical and administrative duties related to crime and criminal intelligence in support of the Police Department; researches, collects and analyzes data to identify and formulate conclusions about crime trends; assist in the development of strategies and methods for the preventions and suppression of criminal activities; and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level classification requiring previous experience conducting research, analysis and making recommendations. The incumbent will be required to work independently within established guidelines.

SUPERVISION RECEIVED AND EXERCISED:

The incumbent works under the general supervision of the Police Captain.

ESSENTIAL DUTIES:

- Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the deployment of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.
- Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation of potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.
- Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends and assist with the development of tactics, strategies and planning to counter crime trends.
- Develops and maintains data bases relative to criminal activity that is easily accessed and audits and maintains crime analysis data.
- Make public presentations to professional, community and neighborhood organizations.

- Develops and ensures the accuracy of statistical information used in the completion of crime reports required by state agencies.
- Research, submit applications, and administer grant funds for a variety of City projects.

OTHER JOB-RELATED DUTIES:

Perform other duties as assigned.

QUALIFICATIONS GUIDELINES:**EDUCATION:**

Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, business, or a related field is required. Possession of a Crime Analysis Certificate issued by an accredited college or university is highly desirable.

EXPERIENCE:

Two years of municipal experience performing professional administrative and analytical experience, preferably in a law enforcement setting.

KNOWLEDGE OF:

- Modern principles and methods of public administration, and public relations.
- Principles and practices of administrative research and statistical analysis.
- Pertinent Federal, State, and local laws, rules, regulations, and ordinances.
- Basic organization and functions of a municipal law enforcement agency.
- Police terminology and law enforcement codes.
- Techniques, methods and procedures of criminal investigative procedures.
- California Law Enforcement Telecommunications System (CLETS).
- Geographic Information Systems (GIS) and their use in crime analysis.
- Operate a computer and a variety of software including Outlook, Word, Excel and Power Point.
- Recordkeeping techniques and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

REQUISITE ABILITIES/SKILLS:

- Recognize, identify and document crime series and patterns.
- Collect, analyze, interpret and document complex statistical data.
- Analyze operational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations; prepare reports and recommendations.
- Communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, City officials, and the public.
- Evaluate and develop improvements in operations, procedures, policies, and methods.
- Analyze quantitative and qualitative information, and prepare clear, concise, grammatically correct memos and correspondence.
- Interpret specific rules, laws, and policies and apply them in a variety of procedural situations.
- Plan effectively, prioritize assignments, and meet deadlines.
- Make moderately complex mathematical computations.
- Maintain the confidentiality of information and documentation as required.

LICENSE REQUIRED:

Possession of a valid California Class "C" Driver's License is required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; input data into a computer terminal; exposure to computer glare, vibrations, and pitch; ability to lift, carry, and move objects totaling approximately 25 pounds in weight; and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

NOTE:

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required.

FAIR LABOR STANDARDS ACT DESIGNATION:

Exempt