

POLICE SERVICES ANALYST

PURPOSE

Under direction of the Chief of Police assists management with a variety of administrative duties of an advanced, complex, and sensitive nature; performs research related to crime analysis and makes recommendation of possible solutions to criminal investigative problems; assists in planning the deployment of resources for the prevention, intervention, and suppression of criminal activities; prepares analytical and/or statistical reports; plans, organizes, and carries out administrative assignments and special projects related to assigned department, including assisting with budget preparation, planning, and implementation; recommends organizational or procedural changes affecting support activities; recommends improvements in work flow, procedures, and use of equipment and forms.

WORKING CONDITIONS

Work is generally performed in an office setting. Pressures may be generated by multiple duties, deadlines, and frequent interruptions. May be subject to evening, weekend, holiday work, and rotational assignments.

PHYSICAL DEMANDS

Work emphasizes speech, hearing and vision as well as prolonged sitting, moderate lifting of 25 pounds, reaching, bending, stooping, pulling and pushing activities.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Chief of Police. Incumbents in this class may exercise technical and lead supervision over assigned clerical staff and volunteers.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to, the following:

Researches, compiles, and analyzes crime data, maps trends and patterns; makes recommendation of possible solution to criminal investigative problems; and assists patrol, investigative and administrative staff in planning the deployment of resources for the prevention, intervention, and suppression of criminal activities.

Assists with the preparation and monitoring of the department's operating budget.

Assists with grant applications and monitoring.

Assist with G.I.S. projects.

Assist in the operation of the police records program to include review, release, destruction, and maintenance

Prepare reports and statistics required by the California Department of Justice.
Assist in accounts payable, accounts receivable, payroll and purchasing functions for the Police Department.

Review and evaluate department correspondence.

Gather and disseminate information necessary for the operations of the department.

Confirms accuracy and reliability of data through investigation and research.

Enhances department capabilities by preparing analytical and/or statistical reports.

Effectively communicates report findings both orally and in writing.

Responds to citizens, local businesses, city council, etc. regarding local crime problems.

Establishes and maintains contacts with counterparts in other law enforcement agencies and attend all relevant schools and training to keep current with technology and analytical investigative techniques.

Coordinates and integrates department services and activities with other agencies and City departments.

Provides a variety of support to City boards, committees, and task forces, including coordinating and scheduling meetings, appointments, and speaking engagements; reserves meeting rooms; maintains reports; compiles and distributes agenda packets; attends meetings; formats and distributes minutes; follows-up on decisions, as necessary.

Maintains department personnel files, including processing personnel action forms and sensitive/confidential personnel issues.

Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.

Maintains calendars and coordinates meeting arrangements.

Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of principles, practices, methodologies and techniques of crime analysis, crime prevention and law enforcement; Methods and techniques of statistical research and analysis; recent developments, current literature and information related to crime and other related analysis; Technical report writing practices and procedure; Modern office practices, methods, and computer equipment and applications, including GIS and AutoCAD software applications, word processing, spreadsheet, and other office computer software; Research and reporting methods, techniques, and procedures; Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions; Principles and practices of agenda preparation, minutes, recordkeeping, and public noticing; Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility including the Brown Act.

Ability to take a proactive approach to problem solving; demonstrate an awareness and appreciation of the cultural diversity of the department and coworkers; Perform statistical research and analysis; Audit, correlate and validate crime data; Assist in the development of goals, objectives, policies, procedures, and work standards for the department; Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; Use English effectively to communicate in person, over the telephone, and in writing; make effective presentations to the department, City, governing bodies and the public; Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Skills to operate standard office equipment, including strong knowledge of computers and a variety of word processing and software applications.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited four-year college or university with major coursework in police science, criminal justice, mathematics/statistics, psychology, or a related field, with a concentration in Crime Analysis and one (1) year of professional administrative and analytical experience.

OR

May substitute a Crime and Intelligence Analysis certificate, or two years of college with a minimum of two years' experience in police or related criminal work, in lieu of a degree.

Other Requirements:

Possession of, or ability to obtain within 12 months of hire, Crime and Intelligence Analyst Certificate.

This position requires possession of a valid California Class "C" Driver's License and satisfactory driving record as a condition of initial and continued employment.