

CLASS SPECIFICATION

County of Yuba

August 2007

CLASS TITLE: Crime Analyst
FLSA STATUS: Non-Exempt

JOB SUMMARY:

To develop a systematic process of collecting, collating, analyzing and disseminating timely, accurate and useful information that describes crime patterns, crime trends and potential suspects; to develop statistical, analytical and data collection methods to measure the actual and project anticipated criminal activities which increase the effectiveness of the Sheriff Department's operations including, deputy deployment, criminal investigation, crime prevention and apprehension of suspects; to plan and organize research projects; interpret and analyze data; report findings and recommendations and perform related work as assigned.

CLASS CHARACTERISTICS:

Under general supervision of the Support Services Captain, incumbents in this journey level classification work independently and exercise overall responsibility for all aspects of crime analysis including, but not limited to, standard crime analysis, crime mapping, data input quality control, networking with other crime analysis units in the region, and other various tasks in support of the Sheriff, the Operations Division and the Support Services Division.

EXAMPLES OF DUTIES:

Essential:

- Use computer statistics (COMPSTAT) to collect, collate, analyze and disseminate accurate and useful information in a timely manner describing crime patterns, crime trends and potential suspects; gather and process criminal activity data from reports and other sources; identify relationships and trends in data; check for any inaccuracies; organize information; analyze and interpret the statistical data.
- Participate in the strategic planning, analysis, implementation and development of crime prevention activities in the Sheriff's Department by providing the Operations Division and Support Services Division with statistical analysis data that will aid management to make decision that are proactive in regard to enforcement planning and crime prevention efforts.
- Prepare statistical reports to the Sheriff's Department, FBI and other law enforcement agencies (i.e. Annual Crime Report, Parolee Report, Sex Offender Report); make presentations to Sheriff's Department employees, County management employees, other law enforcement agencies and various media outlets.
- Project future crime trend activity using COMPSTAT analysis of existing and past criminal activity; perform manpower deployment research studies correlating the data with crime activity; provide demographic data on victims and areas experiencing crime activity.
- Perform predictive analyses for crime prevention progression efforts including, identifying unique events that possess a recurring pattern with focus on criminals' mode of operation, the day/time/location of crime activity patterns and similar past crime activity.
- Perform crime/suspect correlation to identify suspects for specific crimes based on "known offender" data obtained from criminal histories, past sheriff/police department contacts, parolees and intelligence data derived from other agencies, field interview contacts and/or other certifiable sources.
- Establish target and suspect profiles that identify, track and monitor specific "known offenders" (i.e. sex registrants, career criminals, repeat juvenile offenders, parolees and probationers) as to their crime preference and likely targets; use data to proactively monitor such offenders and ensure compliance with the terms and conditions of parole or probation; advise likely targets prior to crime activity through various community outlets including, Neighborhood Watch.

- Perform administrative statistical research studies (i.e. number of officers per 1,000 population correlated against population trends/crime statistics and activity levels of staff due to variations in "Calls For Service").
- Act as a resource and work effectively with departmental, County-wide staff and other law enforcement agencies to provide professional research and statistical analysis; develop and maintain positive public relations with emphasis on quality customer service.
- Produce computer and desktop publishing devices to generate graphics, bulletins, charts and maps including, geographically impacted areas of criminal activities and patterns and trends of crimes.

Important:

- Monitor changes in state and federal laws that affect County crime prevention activities.
- Train and advise appropriate department & County staff in crime analysis policy and procedures and corresponding computer operations.
- Organize and maintain collected data in manual and automated systems for storage and retrieval.

QUALIFICATIONS:

Knowledge of:

Principles and methods of research design, including sampling and the testing of hypotheses.

Methods of organizing statistical information into reports, bulletins, charts and graphs.

Principles and methods of descriptive and inferential statistics, including probability theory, sampling techniques, statistical correlation, frequency distribution, reliability and validity criteria and regression analysis.

Methods to generate, organize and display a wide variety of complex statistics and other research data using a computer.

Local, State and Federal laws, statues, codes, rules and regulations related to the work with particular reference to crime analysis, record-keeping and dissemination of restricted information.

Business principles involved in strategic planning, resource allocation, leadership techniques, and methods of coordination.

Principles and processes for providing customer services including, customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Principles and practices of record-keeping management.

Principles and techniques of making effective oral presentations.

Proper English usage including, grammar, punctuation, rules of composition and spelling.

Computer applications related to the work.

Skill in:

Apply principles of research and statistical analysis to define problems involving several concrete and abstract variables and collect data, establish facts, draw valid conclusions and make proper recommendations.

Apply mathematical formulas and make calculations necessary to select and apply appropriate statistical methods for collecting and summarizing varied and complex data.

Organize and design an efficient plan for collecting and summarizing varied and complex data.

Coordinate multiple projects and meet deadlines.

Use initiative and independent judgment within general policy guidelines.

Respond quickly and effectively in difficult situations.

Speak clearly, concisely and logically.

Prepare accurate, clear, concise and comprehensive written reports, correspondence and other written materials.

Establish and maintain effective working relationships with Sheriff Department members, County-wide staff and the general public.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, and may require ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.

Licensing and Certification:

- Pass a detailed background investigation.
- Possess a valid California Class C driver's license.

Background: While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

Minimum: Possession of a Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Criminal Justice, Mathematics, Public Administration, Statistics, or a field related to the work AND two (2) years of progressively responsible analytical or statistical research experience. Candidates with strong experience who lack the degree are encouraged to apply.

Preferred: In addition to the above minimum, two (2) additional years of progressively responsible analytical experience in a criminal justice agency.

This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.