

Job Class Code: 7152	FLSA Status: Non-Exempt
Pay Basis: Annual	EEO Category: 4

GENERAL DESCRIPTION

The purpose of the job classifications (class) is to collect, analyze, and provide crime information. The job class is responsible for research, data collection, analysis, and reporting. The job class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Monitors laws, rules, policy, procedures, and emerging technology in the field of crime analysis to recommend or adopt new or improved processes or procedures.
- Acquires, stores, and retrieves data, reports, and other crime related information to and from databases.
- Assembles, organizes, and analyzes crime related data to detect trends, patterns, or other information to aid in law enforcement and the prevention of crime.
- Assists law enforcement officers with advice, maps, charts, and other forms of information.
- Coordinates with other departments or outside agencies to assist with law enforcement activities by providing crime related information or consultation.
- Issues special bulletins, alerts, or other notices to alert law enforcement or others to significant trends or changes in criminal activities or to special hazards.
- Attends or conducts case or staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Completes special projects, such as FOIA requests, Town Hall meeting presentations, etc.; may assist in creation of SOPs, SARA models, and other official department matters.
- Oversees special projects and dissemination of data, coordinates efforts among other analysts on projects, and may train lower level analysts as needed.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric constructions, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, crime victims, and others that depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Requires comprehensive knowledge of crime reporting, analytical thinking to determine crime trends, and the competency to issue special bulletins. Employee should demonstrate competency in department records management systems, mapping software, and data extraction methods.
Skills	Requires computer proficiency, the competency to handle multiple tasks with varying levels of urgency, and demonstrated leadership capabilities.
Abilities	Requires the ability to present data formally or informally, attend meetings or presentations, as well as the ability to extract and prepare data for presentation.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in criminal justice, sociology, information technology, public administration or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this job class requires a minimum of three years related, full-time equivalent experience as a Crime Analysis Specialist I or closely related position.
Special Certifications and Licenses	Requires the CCIA (Certified Crime and Intelligence Analyst) certification through the Alpha Group/Department of Justice (California) or the CLEA (Certified Law Enforcement Analyst) certification through the International Association of Crime Analysts. Other equivalent certifications may be considered.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.