

**CLASS SPECIFICATION
Assistant Crime Analyst**

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, compiles, enters, maintains, integrates, analyzes and reports findings on crime and other related statistical data and information; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Crime Analysts perform entry-level professional data analysis and management work assignments ranging from routine to moderately difficult or support others in performing more difficult crime related analysis. An incumbent in this class is responsible for compiling, maintaining, analyzing and integrating crime and other related statistical data and information for the Police Bureau to aid in determining crime patterns, trends, and groups and individuals, as well as to provide bureau management with specific information to assist in planning.

Assistant Crime Analyst is distinguished from Crime Analyst in that incumbents in the latter class independently perform more difficult and varied analytical and work program implementation and administration responsibilities for a very small program or assist in doing so on larger programs or projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Performs data analysis assignments in accordance with guidance and instructions given regarding approach and expected results; uses appropriate analysis and information-gathering processes to obtain required information; performs analyses and summarizes findings; studies and makes recommendations on assigned projects; prepares reports; assists in developing and implementing program goals and objectives; collects and analyzes data measuring program effectiveness; assists in coordinating program activities with other bureau staff and outside agencies.
2. With direction, compiles, organizes and reviews raw data from crime reports and other law enforcement documents; enters raw data into appropriate databases and generates resulting statistical reports; reviews, analyzes, investigates and integrates statistical information; determines and makes conclusions regarding patterns, trends, "hot spots," suspects, etc.
3. Develops data collection tools, including surveys, to meet specific program objectives; conducts surveys; enters and analyzes data; writes reports, newsletters and articles for publication explaining data and findings for supervisory review.

4. Assists in drafting contracts and tracking contractor performance; negotiates with involved parties to resolve problems, gain compliance, and reach agreement of services.
5. Compiles materials and data, researches and responds to problems and complaints, and responds to requests for information.
6. Inspects and monitors computer software for proper operation; researches and recommends bureau related statistical data retention and processing information systems and tools.
7. Maintains working relationships with other law enforcement agencies to provide and obtain information; keeps abreast of current trends in field of responsibility by researching and reviewing professional literature and participating in professional crime analyst organizations; represents the City by serving and participating on various committees with other law enforcement personnel; attends and actively participates in all required bureau and external meetings.

OTHER DUTIES

1. Performs a variety of program administration duties in support of program functions and goals.
2. Assists and trains other personnel in the area of crime analysis.
3. Develops and utilizes spreadsheets, databases and other computer applications to assist with assigned studies, projects and reports.
4. Performs a variety of special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, procedures, methods and techniques of compiling and analyzing statistical data.
2. Principles, practices, methods and techniques of statistical and data analysis, including the ability to create databases and use analysis and mapping software to analyze data sets.
3. Practices, methods and techniques of tracking and communicating statistical data.
4. Principles and practices of sound business communication.
5. Methods of report presentation.
6. Word processing, spreadsheet, database and other statistical and mapping software to create documents and materials requiring the interpretation and manipulation of data.
7. Access a variety of secure bureau/law enforcement databases in researching and developing projects.

Ability to:

1. Collect, analyze and interpret data, and reach sound, logical, fact-based conclusions.

2. Prepare clear, accurate and concise reports, records, graphs, maps and charts.
3. Operate a computer using word processing, spreadsheet, and statistical analysis and database software.
4. Communicate clearly and concisely, orally and in writing.
5. Collect, evaluate and interpret varied information and data.
6. Maintain files, records and documentation.
7. Establish and maintain effective working relationships with those encountered in the course of work.
8. Coordinate multiple assignments and meet critical deadlines.
9. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
10. Pass a strict police bureau background investigation.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in a field requiring an emphasis on statistical analysis or mathematical modeling; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02; class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

0962 ASSISTANT PROGRAM SPECIALIST Adopted:07-01-92

June 2009 - Change Job Class number from 7918 to 30000776, due to system change.