

**CLASS SPECIFICATION**  
**Crime Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under direction, 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**

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.

**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. 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.; develops recommendations for appropriate bureau responses, including planning, tactical or preventive deployment.
2. As assigned, plans, organizes, and conducts special crime and related statistical studies and projects to provide management with accurate, complete data to aid in future planning and decision making; determines analytical techniques and information-gathering processes and obtains necessary information and data for analyses; identifies problems, trends, patterns and issues; develops presentation materials and reports to management on findings.
3. Plans, organizes and conducts management and program analysis and evaluations to measure effectiveness in reaching program or bureau goals; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; develops implementation plans and assists in implementing policies and procedures; drafts reports; recommended policy documents and presentation materials for bureau management.
4. Makes presentations of findings to bureau management, elected officials and policy-making groups, representatives of other agencies and the public; develops and conducts training sessions to bureau employees and the public on how to interpret data and findings in major policy issues.

5. Develops data collection tools, including surveys, to meet specific program or bureau objectives; conducts surveys; enters and analyzes data; writes reports, newsletters and articles for publication explaining data and findings.
6. Drafts contracts, including defining the scope of work; recommends data and statistical approach to be used; maintains proper documentation to ensure compliance with all City legal requirements and standards.
7. Represents the bureau on internal, interagency and public task forces and commissions to gather, present and interpret complex statistical information and data; writes accompanying narrative to explain the context of the data and data collection for public or internal release.
8. Evaluates, organizes and presents data and information from ongoing major criminal investigations to aid investigators in the identification of criminal organizations, individuals and activities.
9. Collates, evaluates and analyzes crime information and statistics to identify the possible structure of criminal organizations and determine the most effective use of resources in reducing criminal activity.
10. 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.
11. Researches and advises management on needs and requirements of the bureau related to statistical data processing information systems and tools and the retention of appropriate statistical data.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices, procedures, methods and techniques of crime statistics compilation and analyses.
2. Principles, practices, methods and techniques of statistical and data analysis, including the ability to create complex databases and use complex analysis and mapping software to analyze large data sets.
3. Information sources and trends in the field of crime statistical analysis.
4. Theories, practices, methods and techniques of tracking and communicating crime statistical data.
5. Applicable federal, state and local laws and regulations.
6. Principles and practices of sound business communication.
7. Methods of report presentation.
8. Advanced uses of word processing, spreadsheet, database and other crime statistical and mapping software to create complex documents and materials requiring the interpretation and manipulation of data.

9. Access a variety of secure bureau/law enforcement databases in researching and developing projects.

**Ability to:**

1. Identify developing crime patterns from criminal activity data.
2. Prepare clear, accurate and concise reports, records, graphs, maps and charts,
3. Operate a computer using word processing, spreadsheet, crime analysis and database software.
4. Communicate clearly and concisely, orally and in writing.
5. Collect, evaluate and interpret varied information and data.
6. Establish and maintain effective working relationships with those encountered in the course of work.
7. Coordinate multiple assignments and meet critical deadlines.
8. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
9. 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; and three years of increasingly responsible and wide-ranging statistical analysis or criminal justice system data analysis experience; 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.

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**Class History:**

Adopted: 07-01-02; class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

June 2009 - Change Job Class number from 7919 to 30000777, due to system change.