



CITY OF GRANTS PASS
invites applications for the position of:

Crime Analyst

SALARY: \$24.82 - \$31.68 Hourly
\$4,302.79 - \$5,491.56 Monthly
\$51,633.50 - \$65,898.77 Annually

OPENING DATE: 12/04/17

CLOSING DATE: 12/22/17 05:00 PM

ABOUT THE POSITION:

We are accepting applications for a Crime Analyst position in our Public Safety Department. This recruitment will establish a hiring for future openings.

Incumbents are responsible for providing varied analytical support related to crime and criminal intelligence in support of the Public Safety Department. Incumbents research, collect, analyze and disseminate statistical information and reports to management which are used in making operational changes and business decisions.

MINIMUM QUALIFICATIONS:

An Associate degree (Bachelor preferred) in a related field with emphasis in criminal justice, crime analysis, and 3 years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those in the [job description](#).

Licensing Requirements:

- Law Enforcement Data System Certificate within 60 days of appointment;
- International Association of Crime Analysts Certification within 60 months of appointment.



The City of Grants Pass is a High Performance Organization that has a well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal

growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!

HOW TO APPLY:

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be completed on-line, hand delivered or post-marked by the application deadline. Applications not completed on-line should include the [City's Veteran's Preference Form](#) and DD214. ***Any application that is missing a cover letter, resume, or supplemental questionnaire will not be considered.*** No late, incomplete or faxed applications will be accepted.

The required materials to be turned in for this recruitment are:

1. City Application
2. Resume
3. Cover Letter

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process for our Public Safety Department includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position.

The initial selection process includes the following steps:

1. Application review
2. Criminal history inquiry
3. Written exam
4. Oral interview
5. Chief's interview

The final selection process following interview includes the following steps:

1. Tentative offer
2. Extensive background investigation
3. Drug testing
5. Final offer of employment.

All candidates will be notified of the status of their application after the closing date. Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

EEO/AA

Recreation

The recreational opportunities of the Rogue River are many: jet-boat trips, rafting, kayaking, paddle boarding, fishing, water skiing, swimming, hiking, and gold panning. In addition to the world famous white water Rogue River, nearby mountains provide high-mountain recreational experiences, including snow skiing at Mt. Ashland. Cultural activities center around the Shakespeare Festival in Ashland and the historic town of Jacksonville. Other scenic attractions include: Crater Lake National Park, Oregon Caves National Monument, and the Redwoods that stretch from San Francisco to Southern Oregon. Grants Pass' year round calendar of events offers something for everyone. And once the sun goes down, the region takes on a life of its own with fine restaurants, theatres and a performing arts center. Visitor information: www.travelgrantspass.com

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

Position #17-42
CRIME ANALYST
TM

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Crime Analyst Supplemental Questionnaire

* 1. Do you meet the minimum qualifications of the position as stated above?

Yes No

* Required Question



101 Northwest A Street
 Grants Pass, Oregon 97526
 541-450-6000

For Office Use Only # _____
 Date _____
 Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE CLEARLY:

 Last Name First Initial

 Street Address City & State Zip

 Mailing Address City & State Zip

 Telephone Home Work Cell Message

 Electronic Mail Address Driver's License Number/ State Issued / Expiration Date

Best way to reach you? Home Phone Cell Phone E-mail

 Nickname or preferred name

Answer all of the questions listed below:

1. Are you 18 years of age or over? Yes No
2. If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
3. Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
4. Have you previously been employed by the City of Grants Pass? Yes No
 If so, when and what position/s? _____
5. Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
6. Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? Yes No
7. Do you have any relatives working here? Yes No
 If yes, please provide their name, department and relationship to you below:

8. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

9. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving: _____		

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving : _____		

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
Signature
Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____ Gender: Male Female

Please check the appropriate box:

Ethnic Origin (select one):

- White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- Newspaper (please specify) _____
- Organization or Group (please specify) _____
- Newsletter or Journal (please specify) _____
- City Employee Employment Office
- City Web Site Other (please specify) _____