



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
CRIME ANALYST

FLSA Status: Non-Exempt
Bargaining Unit: GPPA
Salary Grade: Crime Analyst

CLASS SUMMARY:

The Crime Analyst is a Public Safety Non-Sworn Stand Alone class. Incumbents are responsible for providing varied analytical support related to crime and criminal intelligence in support of the Police Department. Incumbents research, collect, analyze and disseminate statistical information and reports to management which are used in making operational changes and business decisions.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Compiles and analyzes crime information from various sources including police reports, CAD, media, and publications to identify patterns or crime trends, and suspect mode of operation to form actionable conclusions; presents information and makes recommendations to management staff.
- Utilizes a variety of computer systems to locate, extract and manipulate data.
- Prepares narrative statistical, schematic and graphic reports of analysis; creates charts, tables and maps of crime incidents and information utilizing a variety of software programs.
- Develops and maintains information systems and databases to track criminal activity.
- Performs complex statistical analysis on data; prepares crime statistical summaries and reports on projections of crime trends for crime analysis and budgetary needs/impact; recommends target areas; communicates crime trends based on data and suggests areas of focus.
- Identifies and reports on potential police officer and public safety hazards.
- Formulates theories regarding crime trends, patterns and perpetrators; reports on chronic conditions, hot spots, repeat offenders, long-term problem locations and crime patterns.
- Communicates orally, in writing, and through graphic representations and statistical summaries with colleagues, managers, employees, the public, and representatives of various organizations.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

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 listed above.

Licensing Requirements (positions in this class require):

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

Knowledge (positions in this class require):

Knowledge of:

- Basic police procedures;
- Police and criminal justice related software programs;
- Techniques, methods, and procedures of conducting crime analysis and research, including collecting data, performing statistical analysis and preparing reports;
- Business letter writing and report creation;
- Record keeping principles and procedures;
- English usage, grammar, spelling, vocabulary, and punctuation;
- GIS system to view and pull data and maps;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Conducting effective crime analysis and research;
- Using a computer and related software applications;
- Understanding the functions, principles and practices of municipal police services
- Identifying and documenting crime series and patterns;
- Collecting, analyzing, interpreting and documenting complex statistical data;
- Preparing clear and effective reports and other written material using words, graphs, charts and maps;
- Presenting information in a clear and logical manner to various groups and individuals;
- Organizing and prioritizing a variety of projects and tasks in an effective and timely manner;
- Meeting critical timelines and deadlines;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and travel for presentations and training.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council March 18, 2015, Resolution No. 15-6300