Police Crime & Intelligence Analyst

SUMMARY/PURPOSE
To serve as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, analyze, prepare, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities and relationships, provide actionable intelligence, and perform technical work that furthers data-driven and intelligence-led policing methods for the development of strategic and tactical plans for addressing major crime issues in order to increase the effectiveness of patrol deployment, crime prevention/ reduction and the apprehension/prosecution of criminal offenders.

SUPERVISION RECEIVED
The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN
Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Provide tactical analysis to assist operations and investigations in the identification of specific and immediate crime problems; conduct strategic analysis that addresses long-range problems and projections of long-term increases and/or decreases in crime; and provide administrative analysis that focuses on economic, geographic, or social information including feasibility studies, special research projects, and city council reports.
2. Research, collect, evaluate, and analyze crime data from a variety of sources to discover series, patterns, trends, and changes in criminal activity and assist in the development of patrol deployment and investigative strategies, assessing strategic operations, and providing process and impact recommendations.
3. Examine crime series, aiding in suspect identification and workups, modus operandi analysis, and predictive analytics to provide actionable intelligence to patrol and investigations and prepare predictions/forecasts based upon previous reported activity and an analysis of typical behavior problems.
4. Communicate analytical findings succinctly and effectively via a variety of methods including formal and informal presentations, briefings, bulletins, and daily interactions.
5. Prepare clear, concise, and comprehensive written reports and presentations which require displaying and presenting statistical, graphical, and other reporting methods to audiences of varying technical sophistication, paying vital attention to accuracy, validity, and reliability.
6. Map and analyze location information related to criminal investigations, using detailed maps to illustrate geographical, temporal, and case summary information for an investigation, such as hot spot maps, kernel density, pin maps, etc.
7. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications involving an analytical nexus – understanding the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability, analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, & transparency) are sustained.
8. Provide data for community policing and crime prevention programs. Prepare and make verbal and visual presentations to community agencies, citizen groups on crime issues in a problem-

solving environment. Advise, educate, and train department/City staff/neighborhood groups on how to interpret crime statistics.

9. Distribute timely intelligence analysis by collating and analyzing data from a variety of sources and creating accurate and actionable intelligence and investigative leads pertaining to crimes and criminals.

10. Conduct background research on persons under investigation to establish criminal profiles, including prior crimes, criminal relationships, interpersonal relationships, assets, and other related information.

11. Conduct extensive open source information searches in regards to social media, websites, online criminal networks, and publicly available information to further an investigations and department functions.

12. Provide case support via communication and social media analysis, background research, social media analysis, link/association, temporal/timeline, event flow, financial, geographic, and other analysis on subjects and produce visuals to illustrate size, breadth, location, and network of groups and individuals involved in order to increase efficiency and effectiveness in investigation and prosecution of crimes.

13. Dispense real-time information to officers and investigators utilizing information systems in regards to names, associates, addresses, vehicle information, contact information, monikers, incident involvement, incarceration/probation status, intelligence, officer safety threats, and similar information to increase effectiveness for department members.

14. Write thorough and accurate reports pertaining to analysis and case support provided and testify in court as needed.

15. Organize and maintain various databases, data sets, and software to analyze and interpret crime data related to crime series, patterns, and suspect profiles by retrieving, sorting, and entering information.

16. Coordinate with other law enforcement, military, critical infrastructure, and public sector entities to facilitate and organize the flow of information and intelligence for day-to-day and major event situations, providing analytical assistance, soliciting ideas and information from other agencies, and gathering new ideas to further utilize analysis in policing.

17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.

19. Provide training on new or modified procedures and policies to all affected parties.

20. Coordinate and perform complex crime & intelligence analysis, researching and analyzing information relevant to criminal activities and relationships functions and programs for the City. Disseminate analysis and products to patrol, investigations, and administration in an accurate and timely manner.

21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.

22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.

23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.

24. Other duties may be assigned.

JOB REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
    A. Bachelor's Degree or higher with emphasis in criminal justice, statistics & analysis, mathematics, behavioral sciences, computer science, business or a closely related professional field; OR a minimum of three (3) years of experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data.
    B. Training and/or certification in various types of analysis is preferred (crime; intelligence; investigative; tactical; strategic; operational (i.e., CCIA through Alpha Group/CSU Sacramento); Professional association certification (i.e., IACA, IALEIA), Software Training such as Excel, PowerPoint, Accurint Crime Analysis, i2 Analyst's Notebook, ESRI/ArcGIS, mapping software, PenLink software, communication data analysis, Google Earth Pro, etc.
    C. Prior experience in a law enforcement crime or intelligence analysis capacity is preferred.

2. License Requirements
    A. Ability to obtain CJIS Certification within six (6) months of appointment and maintain certification thereafter.

3. Knowledge Requirements
    A. Thorough knowledge of modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.
    B. Thorough knowledge of the intelligence cycle and analytical practices used in the acquisition, validation, and dissemination of criminal intelligence information and its role in the department, community, and governmental operations.
    C. Thorough knowledge of data gathering techniques using public and law enforcement databases to identify data relevant to criminal investigations.
    D. Thorough knowledge of advanced techniques in computer applications and software to enter, access, process and merge a variety of data.
    E. Thorough knowledge of modern police methods and procedures related to crime prevention and crime analysis.
    F. Thorough knowledge of the investigative process in order to determine the data and analysis needed.
    G. Thorough knowledge of record keeping principles, records management systems, and procedures.
    H. Thorough knowledge of geographic area of department and related task forces.
    I. Thorough knowledge of modern office equipment, operating systems, practices, and procedures.
    J. Thorough knowledge of effective report writing and presentation techniques demonstrating the proper use of English, spelling, and grammar.
    K. Thorough knowledge of ethics and confidentiality practices related to data accessed.
    L. General knowledge of, or the ability to learn, Minnesota Data Practices Laws.
    M. General knowledge of, or the ability to learn, FBI uniform crime reporting and national incident-based reporting requirements.
    N. Knowledge of problem solving and conflict resolution techniques.
    O. Knowledge of applicable safety requirements.
    P. Knowledge of, or the ability to learn, City policies and procedures.
    Q. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
    R. Knowledge of effective leadership and personnel practices.

4. Skill Requirements
    A. Skill in a variety of law enforcement – related analysis and its utilization in policing.

B. Skill in researching, gathering, organizing, evaluating and analyzing data, and drawing logical conclusions.
C. Skill in identifying problems, analyzing alternatives, and making viable recommendations.
D. Skill in preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.
E. Skill in organization and prioritization.
F. Skill in interpreting maps and other geographic systems.
G. Skill in effective verbal and written communication.
H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
I. Skill in managing one's own time and the time of others.
J. Skill in completing assignments accurately and with attention to detail.
K. Skill in mediation and dispute resolution.
L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements
A. Ability to collect, assemble, analyze, and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes and prepare reports, graphs, charts, tables, and other visual/illustrative devices.
B. Ability to work with considerable initiative, independence and discretion, making sound judgments, being precise and accurate in information communicated, safeguarding/disseminating confidential or sensitive information, ensuring accountability and be relied upon to achieve excellent results with little need for oversight.
C. Ability to use judgment and knowledge to determine appropriate array of data, analysis, and statistical methods suitable for project needs.
D. Ability to manage time effectively, anticipating, organizing, and managing the needs of multiple stakeholders, often involving assignments of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
E. Ability to read, understand, and interpret federal, state, and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.
F. Ability to use a logical thought process, thinking analytically and creatively to address problems and provide relentless follow-up and assessment of analytics, products, and support provided.
G. Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.
H. Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized job-related software.
I. Ability to testify in court as needed.
J. Ability to conduct presentations before the department, various law enforcement agencies, and community stakeholders adapting materials and content to the audience.
K. Ability to remember multiple tasks/assignments given to self and others over long periods of time.
L. Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with constant interruption.
M. Ability to handle high work volume with professional composure, working under stress with accuracy and efficiency.
N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
O. Ability to communicate and interact effectively with members of the public.

P.   Ability to communicate effectively both orally and in writing.
Q.   Ability to recognize, analyze, and solve a variety of problems.
R.   Ability to organize and prioritize work while meeting multiple deadlines.
S.   Ability to handle difficult and stressful situations with professional composure.
T.   Ability to work successfully as a member of a team and independently with minimal supervision.
U.   Ability to train and lead others.
V.   Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
W.   Ability to enforce safety rules and regulations.
X.   Ability to maintain confidential information.
Y.   Ability to demonstrate dependability, responsibility, and consistency in their job performance.
Z.   Ability to attend work as scheduled and/or required.

Physical Demands
The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment
The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC: Professionals	CSB: 03/01/2022	Class No: 1822
WC: 8810	Pay:	EEOF: Police Protection	CC:	Resolution:

Police Crime & Intelligence Analyst

SUMMARY/PURPOSE: Under general supervision, conduct
Serve as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, interpretanalyze, prepare, analyze, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities and relationships, provide actionable intelligence, and perform technical work that furthers data-driven and intelligence-led policing methods for the development of strategic and tactical plans for addressing major crime issues in order to increase the effectiveness of patrol deployment, crime prevention/ reduction and the apprehension and /prosecution of criminal offenders.

FUNCTIONAL AREAS:

1. Research and analyze information relating to criminal activities and relationships.

SUPERVISION RECEIVED
The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN
Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Provide tactical analysis to assist operations and investigations in the identification of specific and immediate crime problems; conduct strategic analysis that addresses long-range problems and projections of long-term increases and/or decreases in crime; and provide administrative analysis that focuses on economic, geographic, or social information including feasibility studies, special research projects, and city council reports.
* A.2. Research, collect, analyze, evaluate, and compileanalyze crime data from a variety of sources to discover series, patterns, trends, and changes in criminal activity and assist in the development of patrol deployment and investigative strategies, assessing strategic operations, and providing process and impact recommendations.
3. Utilize and updateExamine crime series, aiding in suspect identification and workups, modus operandi analysis, and predictive analytics to provide actionable intelligence to patrol and investigations and prepare predictions/forecasts based upon previous reported activity and an analysis of typical behavior problems.
4. Communicate analytical findings succinctly and effectively via a variety of methods including formal and informal presentations, briefings, bulletins, and daily interactions.
5. Prepare clear, concise, and comprehensive written reports and presentations which require displaying and presenting statistical, graphical, and other reporting methods to audiences of varying technical sophistication, paying vital attention to accuracy, validity, and reliability.
6. Map and analyze location information related to criminal investigations, using detailed maps to illustrate geographical, temporal, and case summary information for an investigation, such as hot spot maps, kernel density, pin maps, etc.
7. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications involving an analytical nexus – understanding the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability,

analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, & transparency) are sustained.

8. Provide data for community policing and crime prevention programs. Prepare and make verbal and visual presentations to community agencies, citizen groups on crime issues in a problem-solving environment. Advise, educate, and train department/City staff/neighborhood groups on how to interpret crime statistics.

9. Distribute timely intelligence analysis by collating and analyzing data from a variety of sources and creating accurate and actionable intelligence and investigative leads pertaining to crimes and criminals.

10. Conduct background research on persons under investigation to establish criminal profiles, including prior crimes, criminal relationships, interpersonal relationships, assets, and other related information.

11. Conduct extensive open source information searches in regards to social media, websites, online criminal networks, and publicly available information to further an investigations and department functions.

12. Providing case support via communication and social media analysis, background research, social media analysis, link/association, temporal/timeline, event flow, financial, geographic, and other analysis on subjects and produce visuals to illustrate size, breadth, location, and network of groups and individuals involved in order to increase efficiency and effectiveness in investigation and prosecution of crimes.

13. Dispense real-time information to officers and investigators utilizing information systems in regards to names, associates, addresses, vehicle information, contact information, monikers, incident involvement, incarceration/probation status, intelligence, officer safety threats, and similar information to increase effectiveness for department members.

14. Write thorough and accurate reports pertaining to analysis and case support provided and testify in court as needed.

* B. 15. Organize and maintain various databases, data sets, and software to analyze and interpret crime data related to crime series, patterns, and suspect profiles by retrieving, sorting, and entering information.

    * C. ~~Create reports on criminal activity, changing crime trends and patterns, and maintain case files for investigators.~~

    * D. ~~Develop and produce crime maps using geographic information systems (GIS) applications and conduct spatial analysis of crime data.~~

    * E. ~~Perform a variety of statistical analysis to develop statistical information indicating crime trends and patterns of criminal activity.~~

    * F. ~~Generate various reports, bulletins and maps identifying criminal activity, suspect information and crime trends for investigators.~~

    * G. ~~Provide regular statistical reports concerning crime activity in the agency's jurisdiction~~

    * H. ~~Organize and maintain manual information sources, files, and automated systems for storage and retrieval of data.~~

    * I. ~~Act as a liaison with internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resources.~~

    * J. ~~Use telephone toll analysis to plot telephone activity to determine size and location of criminal groups and individuals involved.~~

    * K. ~~Conduct background research on criminals or suspected criminals under investigation to establish criminal profiles, including prior crimes, criminal relationships.~~

    * L. ~~Research and analyze the flow of suspects' assets to determine flow of money going in and coming from the targeted person/group.~~

    * M. ~~Create data tracking and association matrices, and hierarchical, link, and financial analyses of persons under investigation.~~

    * N. ~~Prepare graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data.~~

~~* O.   Perform related tasks as assigned.~~

~~2.   Perform administrative office duties~~

~~* A.   Perform a variety of strategic and administrative duties relating to the systematic process of collecting, categorizing, analyzing and disseminating timely, accurate and useful information that describes crime patterns, trends and safety and compliance issues;~~
~~* B.   Develop and maintain plans, policies, and procedures for all data applications.~~
~~* C.   Responsible for identifying, prioritizing, and communicating all database and process issues that affect productivity and efficiency of the Department, as well as making recommendations and providing support for improvements.~~
~~* D.   Prepare monthly progress report for department.~~
~~* E.   Perform miscellaneous data entry.~~

16.   Coordinate with other law enforcement, military, critical infrastructure, and public sector entities to facilitate and organize the flow of information and intelligence for day-to-day and major event situations, providing analytical assistance, soliciting ideas and information from other agencies, and gather new ideas to further utilize analysis in policing.

17.   Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

18.   Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.

19.   Provide training on new or modified procedures and policies to all affected parties.

20.   Coordinate and perform complex crime & intelligence analysis, researching and analyzing information relevant to criminal activities and relationships functions and programs for the City. Disseminate analysis and products to patrol, investigations, and administration in an accurate and timely manner.

21.   In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.

22.   Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.

23.   Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.

24.   Other duties may be assigned.

JOB REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1.   Education ~~and~~& Experience Requirements
    A.   ~~☐   A.   Bachelor's~~Bachelor's Degree or higher with emphasis in ~~Criminal Justice, Public Administration, Computer Science, Mathematics, Statistics~~criminal justice, statistics & analysis, mathematics, behavioral sciences, computer science, business or a closely related professional field; ~~or~~OR a minimum of three (3) years of ~~~~experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data~~;~~.
    B.   ~~B.   ~~Training and/or certification in ~~crime~~various types of analysis ~~methods, including~~is preferred (crime; intelligence; investigative; tactical; strategic; operational – i.e. CCIA through Alpha Group/CSU Sacramento; Professional association certification (i.e. IACA, IALEIA), Software Training such as Excel, PowerPoint, Accurint ~~Crime Analysis applications, Pen Link Telephone Toll Analysis, CrimeView and Intelligence Analyst~~. i2

Analyst's Notebook; and , ESRI/ArcGIS or, mapping software preferred; , PenLink software, communication data analysis, Google Earth Pro, etc.

C. ~~C.~~ Prior experience in a law enforcement crime or intelligence analysis capacity is preferred;.

~~D.~~

2. License Requirements

A. Ability to obtain CJIS Certification within six (6) months of appointment and maintain certification thereafter.

3. Knowledge Requirements

~~A. Knowledge of research and data analysis methods and techniques.~~

~~B. Knowledge of criminal justice and law enforcement.~~

A. ~~C. Knowledge~~Thorough knowledge of modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.

Thorough knowledge of the ~~investigative process in order to determine the data and analysis needed for support.~~

B. ~~D. Knowledge of research, investigation~~intelligence cycle and analytical practices used in the acquisition, validation, and dissemination of criminal intelligence information and its role in the department, community, and governmental operations.

~~E. Knowledge of modern office practices and procedures.~~

C. ~~F. Knowledge~~Thorough knowledge of data gathering techniques using public and law enforcement databases to identify data relevant to criminal investigations.

D. Thorough knowledge of ~~personal~~advanced techniques in computer ~~operation~~applications and ~~associated~~ software ~~including spreadsheet, database, word processing~~to enter, access, process and ~~graphics~~merge a variety of data.

E. ~~G. Knowledge~~Thorough knowledge of modern police methods and procedures related to crime prevention and crime analysis.

F. Thorough knowledge of the investigative process in order to determine the data and analysis needed.

G. Thorough knowledge of record keeping principles, records management systems, and ~~~~procedures.

~~H. Advanced~~Thorough knowledge ~~of statistics and analysis.~~

H. ~~I. Knowledge~~ of geographic area of department and related task forces.

I. Thorough knowledge of modern office equipment, operating systems, practices, and procedures.

J. Thorough knowledge of effective report writing and presentation techniques demonstrating the proper use of English, spelling, and grammar.

K. Thorough knowledge of ethics and confidentiality practices related to data accessed.

L. General knowledge of, or the ability to learn, Minnesota Data Practices Laws.

M. General knowledge of, or the ability to learn, FBI uniform crime reporting and national incident-based reporting requirements.

N. Knowledge of problem solving and conflict resolution techniques.

O. Knowledge of applicable safety requirements.

P. Knowledge of, or the ability to learn, City policies and procedures.

Q. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

R. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

A. ~~A. Skill~~ in a variety of law enforcement – related analysis and its utilization in policing.

    B.   Skill in researching, gathering, organizing, evaluating and analyzing data and drawing logical conclusions.

    C.   ~~B.~~ Skill in identifying problems, analyzing alternatives and making viable recommendations.

~~C.   Skill in personal computer operation and in application of associated software.~~

    D.   ~~D.~~ Skill in preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.

    E.   Skill in organization and prioritization.

    F.   Skill in interpreting maps and other geographic systems.

    G.   Skill in effective verbal and written communication.

    H.   Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

    I.   Skill in managing one's own time and the time of others.

    J.   Skill in completing assignments accurately and with attention to detail.

    K.   Skill in mediation and dispute resolution.

    L.   Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5.   Ability Requirements

~~A.   Ability to exercise sound judgment in safeguarding/disseminating confidential or sensitive information, and maintain confidentiality.~~

    A.   ~~B.~~ Ability to collect, assemble, analyze, and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes and prepare reports, graphs, charts, tables, and other visual/illustrative devices.

    B.   ~~C.~~ Ability to work with considerable initiative, independence and discretion, making sound judgements, being precise and accurate in information communicated, safeguarding/disseminating confidential or sensitive information, ensuring accountability and be relied upon to achieve excellent results with little need for oversight.

    C.   Ability to use judgment and knowledge to determine appropriate array of data, analysis, and statistical methods suitable for project needs.

    D.   Ability to manage time effectively, anticipating, organizing and managing the needs of multiple stakeholders, often involving assignments of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.

    E.   Ability to read, understand, and interpret federal, state and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.

~~D.~~ Ability to ~~prepare graphs, charts, tables~~use a logical thought process, thinking analytically and ~~other illustrative devices.~~

~~E. Ability~~creatively to ~~communicate effectively orally~~address problems and ~~in writing.~~

    F.   ~~F. Ability to develop~~provide relentless follow-up and ~~maintain effective working relationships with department staff, other City employees, outside agencies~~assessment of analytics, products, and ~~the general public~~support provided.

~~G. Ability to maintain confidentiality.~~

~~H. Ability to maintain detailed records.~~

~~I. Ability to operate a variety of office equipment.~~

    G.   ~~J. Ability to attend training~~ Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.

    H.   Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized ~~crime analysis~~job-related software.

~~Physical Requirements~~

    I.   ~~A.~~ Ability to ~~sit for extended~~testify in court as needed.

J.   Ability to conduct presentations before the department, various law enforcement agencies, and community stakeholders adapting materials and content to the audience.
K.   Ability to remember multiple tasks/assignments given to self and others over long periods of time.
L.   Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with constant interruption.
M.   Ability to handle high work volume with professional composure, working ~~at a computer~~under stress with accuracy and efficiency.
~~B.   Visual acuity to prepare and analyze data and figures.~~
~~C.   Manual dexterity to use keyboard for the preparation of reports and other documents.~~
N.   ~~D.~~   Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
O.   Ability to communicate and interact effectively with members of the public.
P.   Ability to ~~talk and hear to obtain~~communicate effectively both orally and ~~provide~~in writing.
Q.   Ability to recognize, analyze, and solve a variety of problems.
R.   Ability to organize and prioritize work while meeting multiple deadlines.
S.   Ability to handle difficult and stressful situations with professional composure.
T.   Ability to work successfully as a member of a team and independently with minimal supervision.
U.   Ability to train and lead others.
V.   Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
W.   Ability to enforce safety rules and regulations.
X.   Ability to maintain confidential information.
Y.   ~~E.~~   Ability to ~~occasionally lift~~demonstrate dependability, responsibility, and ~~carry objects such as files, weighing up to 30 pounds.~~ consistency in their job performance.
Z.   ~~F.~~   Ability to attend work ~~on a regular basis~~as scheduled and/or required.

~~*Essential functions of the position~~
~~☐Job requirements necessary on the first day of employment~~

Physical Demands
The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment
The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: ~~TS~~HD	Union: Basic	EEOC: Professionals	CSB: ~~20110906~~_____	Class No: 1822
WC: 8810	Pay: ~~131~~_____	EEOF: Police Protection	CC: ~~20110926~~_____	Resolution: ~~11-0479R~~_____