CLASS SPECIFICATION

Class Code: 16126
Date Est: 07/2007
Last Rev: 05/2019
Last Title Chg: 05/2019
FLSA: non-exempt
Probation: 12 months

CRIME ANALYST II

DEFINITION

Under general supervision, collects, analyzes and interprets complex criminal intelligence information, crime data and motor vehicle crash data using crime and intelligence methodology and techniques in support of the Washoe County Sheriff's Office; and performs related work.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, criminology, police administration, public administration, GIS or statistics AND two years of full-time analysis experience conducting complex statistical and analytical studies and problem solving using research methodology theory, statistical techniques and calculations, preferably in a law enforcement agency; OR an equivalent combination of experience and training.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

NCIC/CJIS certification is required within six months of date of appointment.

Possession of IACA Certified Law Enforcement Analyst (CLEA) or IALEIA Criminal Intelligence Certified Analyst (CICA) is required at time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Crime Analyst series. It is distinguished from the Crime Analyst I by its ability to work independently, handle projects of greater complexity with less supervision, and network with executive staff from this agency and other agencies in a professional manner.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide accurate and timely intelligence information for use in tactical and strategic planning; develop tactical and strategic recommendations concerning operational deployments and investigations based on patterns and trends identified in the analysis.

Integrate geographic science with spatial design to present criminal intelligence information in a manner that best fits the user's needs.

Generate reports, maps, charts, graphs, diagrams, etc. as required by the Sheriff's Office staff for strategic deployment of staff, resource allocation and crime prevention.

Conduct presentations of crime data to law enforcement officers or other authorized groups, participate in meetings discussing criminal intelligence and collaborate with local Fusion Centers.

Create, maintain and provide information for public dissemination via the Sheriff's Office website.

Supervise assigned staff including professional development, coaching and mentoring, training, work assignments and review, performance appraisal and discipline.

Oversee the utilization of information systems by coordinating implementation, training staff in proper use and application, assisting problem resolution at the user level or contacting IT technical support; monitor operations to ensure that systems, methods and procedures are used correctly and efficiently.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Principles and practices of supervision.

Principles, methods and techniques for conducting statistical analysis and for forecasting in a criminal justice environment.

ArcGIS Enterprise desktop and server software.

Computer software including word, spreadsheet, email and presentation tools.

English usage, spelling, vocabulary, grammar and punctuation.

Federal, state and county laws, regulations, ordinances and agency policies pertaining to criminal justice systems.

Ability to:
Select, supervise, train and evaluate the performance of assigned staff.

Use ArcGIS Enterprise desktop and server software in a criminal justice environment.

Operate GIS and digital/multimedia devices.

Plan and organize work to meet schedules and timelines.

Develop and maintain the Sheriff's Office geographic information database (Arc GIS), create GIS layers and maps, develop and deploy GIS web pages, and integrate and maintain GIS functionality for the Sheriff's Office to support strategic tactical and administrative crime analysis.

Gather, analyze and interpret criminal intelligence data.

Adjust and weigh raw data and organize results into a form compatible with computer analysis.

Create and make presentations to department members and other agencies using Power Point and other audio/visual aids.

Create comprehensive written reports.

Access and operate departmental computer equipment and software.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.