



CLASS SPECIFICATION

Class Code: 16175
Date Est: 07/2007
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

NNCTC INTELLIGENCE ANALYST

DEFINITION

Under general supervision, responsible for gathering facts, documenting circumstances, evidence, interviews, and any other material related to a crime and organizing them into a logical and related framework for the purposes of developing a criminal case; explaining a criminal phenomenon, describing crime and crime trends, and/or preparing materials for court and prosecution or arriving at an assessment of a crime problem or crime group; generate intelligence based assessments for use in identifying, detecting and analyzing potential threats to infrastructure, facilities, and assets; assess and create buffer zone protection plans for critical infrastructure and key resources; work closely with the Washoe County Sheriff's Office OPSEC program in support of Homeland Security initiatives; and perform related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelors degree in Public Administration, Business Administration, or Criminal Justice or a closely related field; OR four years of military experience compiling data, analyzing findings and writing reports that indicate relationships between criminal elements and/or criminal enterprises; OR five years with a law enforcement agency compiling data, analyzing findings, and writing reports that indicate relationships between criminal elements and/or criminal enterprises; OR any equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A recent Secret or Top Secret Security Clearance from a law enforcement, national security, or military entity at the Federal level; or the necessary background to acquire such a clearance within two years of hire.

Specific criminal intelligence analyst training from an accredited organization such as the International Association of Law Enforcement Intelligence Analysts (IALEIA); OR baseline proficiency in intelligence analysis and production training based on Department of Homeland Security requirements. Note that a certificate of completion of this training must be on file with the State Administering Agency (Nevada Department of Emergency Management) within six months of appointment.

SUPERVISION EXERCISED

Exercises no 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.)

Evaluate information, select essential elements, and correlate new information with existing information;

Compile information, analyze findings, make interpretations, and write comprehensive reports based on this data;

Determine criminal associations and patterns of criminal activity relating to organized crime, white collar crime and major conspiracies; perform telephone record analysis.

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

Conduct background research on criminals or suspected criminals under investigation through direct computer access or personal contact with systems and organizations such as PACE, MVD, DPS, and DES;

Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

Provide analyzing threat data, creating threat assessments for specific facilities or events; performing vulnerability assessments by visiting the locations involved and physically inspecting them, and by conferring with facility personnel and those from interrelated businesses or agencies;

Create and/or review emergency preparedness and security operations plans and assist those responsible for facilities in writing or revising those plans; preparing Buffer Zone Protection Plans for critical infrastructure and key resources;

Work closely with the WCSO OPSEC program; working with security consultants responsible for an infrastructure protection program; and analyzing information acquired through the use of that program;

Assist in the development of the critical infrastructure program by identifying shortfalls and rendering technical assistance and advice where necessary to ensure program efficacy;

Provide analysis of critical infrastructure activity reports and integrate input into overall Intelligence Fusion Center process;

Communicate and support of Department of Homeland Security Critical Infrastructure Protection (DHS);

Provide sector specific intelligence briefings to critical infrastructure asset owner/users;

Review, analyze, and make recommendations for improvements in policies and procedures governing the Northern Nevada Counter Terrorism Center and the sharing of law enforcement and intelligence information;

Prepare a variety of documents, conduct briefings, assist WCSO homeland security efforts, and are considered an integral part of the Northern Nevada's homeland security team.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

The criminal intelligence process, intelligence-led policing, and their roles in enhancing public safety.

The proper handling and collation of criminal intelligence information, including file management and information evaluation.

Critical thinking, logic, inference development and recommendation development skills.

Methodical process of developing and implementing collection and analytic plans to include the reevaluation of that process/product.

Legal, privacy, and ethical issues relating to intelligence.

Research methods and sources, including the Internet, information sharing systems, networks, centers, commercial and public databases, and other sources of information.

The methods, tools, and techniques employed in analysis, including but not limited to crime pattern analysis, association analysis, telephone record analysis, flow analysis, spatial analysis, financial analysis, and strategic analysis.

Report writing, statistics, and graphic techniques.

The principles, processes, and analyze critical infrastructure protection plans.

Provide budget support to Officer in Charge for program development and grant submissions;

English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

Operate GIS and digital/multimedia devices

Operate, synthesize, and analyze data from existing intelligence databases (i.e. 12 Analysts notebook, PENLINK, SIPRNET, Geographic information Systems, NCIC and open-source data.

Ability to identify, evaluate and accurately assess the vulnerability of critical infrastructures, and create appropriate emergency preparedness plans for those facilities

Plan and organize work to meet schedules and timelines.

Perform math calculations, such as addition, subtraction, multiplication, division and percentages.

Analyze information and create oral and written comprehensive reports.

Develop graphs, maps, charts, reports, etc. to allow for strategic and tactical planning.

Gather, compile, analyze and interpret criminal intelligence data.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

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.

Must have baseline proficiency in intelligence analysis and production as provided by the International Association of Law Enforcement Intelligence Analysis Educational Standard #7.

The standards include subject-matter expertise, analytic methodologies, customer-service ethics, information handling and processing skills, critical thinking skills, computer literacy, and objectivity and intellectual honesty.

Successful completion of one or both of the following courses would satisfy this requirement:

- Intelligence Analyst Training Program (FLECT)
- Foundations of Intelligence Analysis Training (International Association of Law Enforcement Intelligence Analysis)

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

Approved _____ WERCCS Job Evaluation Committee

Date July 2007