Criminal Intelligence Analyst I
Criminal Intelligence Analyst II

General Information

Classification Code:	MGTANL
Effective Date:	September 12, 2023
Pay Grade:	C41 – C42
FLSA Status:	Exempt

Position Summary

The Criminal Intelligence Analyst performs work related to sensitive and/or confidential criminal intelligence information. Collects, evaluates, analyzes, and disseminates information and intelligence data relating to criminal activity, criminal enterprises, and possible threats/events presenting a hazard to individuals, the city, and the nation. Provides information to assist in the identification of on-going and emerging crime patterns and trends, serious and prolific offenders, criminal groups, and organizations. Performs other duties of a similar nature or level.

Classification Characteristics

The Criminal Intelligence Analyst position falls under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower-level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Criminal Intelligence Analyst I - Employees at this level generally have minimal professional experience and perform more day-to-day routine and recurring activities for which there are defined processes, procedures, instructions, models, and precedents. Operates at the tactical and transactional levels. As experience is acquired, employees are expected to perform with increasing independence. This level requires a general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

Criminal Intelligence Analyst II – This is the full journey level in the Management Analyst series. The Analyst II differs from the Analyst I by the level of complexity, sensitive, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse data analysis activities, including developing and/or refining policies, procedures, and related items. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:
- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Formulates theories regarding crime trends and patterns. Generates and distributes reports of findings to aid administrative and operational personnel in planning the deployment of resources for the prevention and suppression of criminal activity. Supports the Detective Unit and Crisis Negotiation Team/SWAT callouts.

	Essential Duties
2	Creates and disseminates intelligence bulletins, crime alerts, and other analytical reports related to ongoing investigations to provide operational units knowledge for effective strategies and for the prevention and investigation of crimes. Collects and routes crime bulletins from surrounding law enforcement agencies. Determines level of intelligence contained in any product and disseminates accordingly.
3	Compiles and analyzes findings for case investigators. Determines links between criminals and crimes and relationships between criminals and crime groups. Determines and compiles reports and time series analysis on criminal associations and crime patterns to identify criminal groups and key individuals involve in criminal activities.
4	Responsible for quality control of data, reports, and records entered in various intelligence databases to maintain integrity of data received and disseminated. Reviews, enters, and maintains files (hard and electronic files) of criminal intelligence information for use and reference by analysts and investigators.
5	Reviews, organizes, and maintains up-to-date sensitive, non-sensitive, and open-source case data. Files into a logical, concise, and understandable order for retrieval and use by department personnel. Maintains confidential criminal intelligence files in compliance with agency policy, state, and federal regulations.
6	Accesses databases and actively monitor interagency intelligence-sharing sources to ensure timely action and identification of subjects for law enforcement agencies.
7	Attends meetings, briefings, and community events to gather and disseminate information. Maintains working relationships and serves as a liaison with other local, state, and federal agencies to provide analytical assistance, collect and disseminate intelligence data, and share resources.
8	Analyzes information to determine the identification of subjects, patterns of commonalities, offender locations, and criminal hot spots. Conducts deconflictions across multiple systems for officer's safety, on targets/possible targets, events, telephone numbers, vehicle information, and other details.
9	Works with local businesses to ensure quality surveillance product. Advises on positioning and overall system performance. Retrieves surveillance footage relating to investigations.
10	Creates, prepares, reviews, and presents a variety of information formally and informally as oral and written briefings and assessments on criminal intelligence analysis to disseminate to agency personnel, prosecutors, and other law enforcement agencies.
11	Supports ongoing investigations and identifies the need for new investigations. Testifies in court.
12	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications

Minimum Qualifications:
- *Criminal Intelligence Analyst I – B*achelor's degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience.

- *Criminal Intelligence Analyst II – B*achelor's degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.

Must pass a comprehensive personal history background investigation.

Licensing/Certifications:
- Ability to pass Criminal Justice Information Service (CJIS) clearance within 60 days of employment. Must be maintained during employment.
- Possession of or ability to obtain Law Enforcement Data System (LEDS) certification within 6 months of hire and renewal every two years.

Qualifications

Technology Skills:
- Analytical or scientific software —SAS; Statistical analysis software; Telephone analysis software
- Charting software — Timeline software
- Data mining software — Text mining software
- Internet browser software — Web browser software
- Office suite software — Microsoft Office software (Word, Excel, Outlook, PowerPoint, etc.)
- Web page creation and editing software — Facebook; LinkedIn; Myspace

Knowledge Required:
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

Skills:
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring — Monitoring/Assessing performance of yourself to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Qualifications

Abilities:
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)

	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						**PUSH/PULL**					
Standing			X			0-10 lbs.			X		
Sitting				X		11-20 lbs.		X			
Walking – Even Surface			X			21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						**ENVIRONMENTAL HAZARDS**					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors		X			
Crawling	X					Dust			X		
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing		X				Chemical Agents	X				
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low		X			

Physical Requirements

Reach – Backward		X			
Climbing – stairs		X			
Climbing - ladder	X				
USE OF HANDS					
Grasping – whole hand		X			
Grasping – pinch grip		X			
Fine manipulation/feeling			X		
Keyboarding				X	
LIFT/CARRY					
0-10 lbs.		X			
11-20 lbs.		X			
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				

Noise – Moderate		X			
Noise – High		X			
Low Light		X			
Heat		X			
Cold		X			
Restricted workspace	X				
Vibration – whole body	X				
Vibration - extremity	X				
JOB SPECIFIC					
Driving – vehicle/equipment		X			
Operate foot controls			X		
Seeing					X
Talking				X	
Hearing				X	
Extended work hours		X			

Classification History

2023.09 Created by HR

I have reviewed the job description.

Employee: Name_____ Signature _____ Date _____