



CITY OF CHINO

Crime Analyst

Definition:

Under general supervision, performs a variety of tasks in support of the Police Department's community policing philosophy and crime prevention strategies designed to identify criminal behavior and crime trends; utilizes a variety of data bases and computer driven systems including crime mapping, digital imaging software, and related programs; performs a variety of support functions including developing and presenting analytical data and reports; assists in proactive crime prevention assignments; and performs related work as assigned.

Class Characteristics:

The Crime Analyst is a civilian position.

Essential Functions:

- Perform original research and statistical analysis of crime data; prepare and present reports of findings inclusive of problem solving recommendations.
- Perform crime analysis by extracting and interpreting data retrieved by researching the Department computer data base; format the data; utilize crime mapping/digital mapping software.
- Prepare and disseminate a number of monthly reports and statistical data.
- Develop and maintain liaison with other criminal justice personnel; attend and participate in computer user group meetings for hardware, software, crime analysis, and CLETS systems.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Associate's degree in criminal justice, liberal arts, social sciences, public administration, or a related field.

Experience:

- One year of professional level experience performing research, statistical, or crime analysis.

Considerable knowledge of:

- Principles of data collection, organization of data, analysis, and dissemination techniques.
- Methods and techniques of conducting original and independent research.
- Crime patterns and series.
- Law enforcement and court procedures.
- Parole and corrections records and procedures.
- Law enforcement data bases.
- Computer applications, graphics, and word processing programs.
- Behavior of individuals and groups, habit patterns, and the motivating desires of people.
- Basic psychology and sociology.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, report preparation and presentation.

Proficient skill in:

- Operation of a computer.

Ability to:

- Perform complex professional and analytical work.
- Operate a variety of office equipment including computers and applicable software applications, such as Microsoft Office, Microsoft Outlook, ArcView, CrimeView, HP Color Printer, and HR Plotter.
- Extract data and develop a variety of customized reports, charts, graphs, and maps.
- Analyze information and draw valid, logical conclusions.
- Develop data storage and retrieval systems.
- Analyze crime patterns and series.
- Interpret and apply related laws, ordinances, and policies.
- Conduct independent and original research.
- Prepare and present reports.
- Maintain accurate records.
- Use correct English grammar, punctuation, and spelling.
- Provide liaison to other City personnel, other agencies, and the public.
- Deal tactfully and courteously with internal and external customers.
- Establish and maintain cooperative working relationships.
- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of sensitive and privileged information.

Special Requirements:

- Work a varying flexible schedule including weekends, weekdays, evenings, and holidays (hours/days may be adjusted as needed).
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Employee Unit

Depending upon assignment, Chino Police Professional Employees Association (CPPEA) or Part-time/Temporary/Seasonal.

New: 03/04/2010

Replacing Crime Analyst classification specification dated 10/2006.