



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Crime Analyst

Department: Police
Date Established: 3/2014

Reports to: Detective Lieutenant
Date Revised: 12/2017

Pay Grade: H10
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Crime Analyst provides case support for Police Department officers and investigators, performs analysis, and prepares statistical analysis and reports. The job includes performing research on cases, conducting background checks and analyzing information to determine connections and/or trends.

This is an experienced analytical and statistical analysis position to identify, analyze and report trends, patterns and/or new developments related to crime in Pocatello for law enforcement activities and crime prevention purposes. This job supports ongoing investigations and assists in the production of analytic products for presentations in law enforcement and community based forums.

The job requires attention to detail, strong problem-solving and analytical skills and knowledge of law enforcement operations and procedures. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office and occasionally an outdoor environment that includes exposure to adverse weather conditions. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Provides case support for Police Department investigators and officers, performs criminal analysis, and prepares statistical analysis and reports. Enters data; identifies, analyzes and reports trends, patterns and/or new developments related to crime. Performs research of cases, background checks of persons involved, and analysis to determine relationships to other incidents and determine connections and/or trends. Prepares and disseminates intelligence and safety bulletins.

Researches and prepares statistical reports and analysis of Department activity including, but not limited to, calls for service, crimes, investigations, ongoing cases, and related incidents. Researches and prepares statistical reports on specific areas including, but not limited to, patrol work performance, accident locations, traffic unit statistics, stolen vehicles, calls for service, and related Department activity.

Assists in maintaining Department records management system.

Performs criminal background checks on new employees.

Assists SWAT team on callouts, researching persons and/or buildings and structures involved.

Maintains confidentiality of information and records.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of performing background and criminal history research;
- Methods, techniques, and objectives of statistical research and analysis;
- Department operations, policies and procedures;
- Customer service methods, techniques, and objectives;
- Operation of office equipment including a personal computer and job-related software applications;
- Federal regulations and City policies regarding safe work practices.

Skill and Ability to:

- Perform criminal analysis, and prepare statistical analysis and reports;
- Perform research on cases, background checks of persons involved, and analysis to determine relationships to other incidents and determine connections and/or trends;
- Research and prepare statistical reports and analysis;
- Assist in maintaining Department records management system;
- Perform criminal background checks on new employees;
- Prepare and disseminate intelligence and safety bulletins;
- Assist SWAT team on callouts, researching persons and/or buildings and structures involved;
- Maintain confidentiality of information and records;
- Operate a motor vehicle;
- Operate office equipment including a personal computer and job-related software applications;
- Perform duties accurately and efficiently under time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a professional demeanor at all times, including in stressful situations;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Associates degree in criminology, criminal justice, or a related field is preferred;
- Idaho state driver's license required;
- Successful completion of Police Department background check, CVSA and drug screening is required;
- One (1) to two (2) years' experience in law enforcement preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, keyboard or type, reach with hands and arms, operate job-related office equipment, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.