

CLASS SPECIFICATION

INVESTIGATIVE CRIME ANALYST

PAY GRADE: GRDN0056-P1

CLASS CODE: 30003775

EFFECTIVE: July 20, 2022

CLASSIFICATION SUMMARY

Reports to a Supervisor, Manager, or other supervisory level- position. Under limited supervision, provides case specific support and strategic crime reduction strategies.

Responsibilities include: compiling, maintaining, analyzing and integrating crime and other related data and information for assigned organizational unit; providing analytical support to assist investigators; providing data, statistics, and analysis to fulfill internal and external requests for information.

DISTINGUISHING CHARACTERISTICS

Investigative Crime Analyst is a distinct classification.

Investigative Crime Analyst is distinguished from the Crime Data Analyst in that the former is responsible for case specific support and the latter is responsible for Bureau wide data analysis informing Citywide policy recommendations.

The Investigative Crime Analyst is distinguished from the Analyst series in that the former focuses on specialized work related to crime and other related data analysis and requires specialized education, knowledge, and training.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Provides analytical support to investigations of criminal activity including link charting, flow charting, event charting, phone toll analysis, or other forms of visual investigative analysis.
2. Develops, uses, and maintains information system applications and databases in support of crime analysis and reporting; audit and maintain quality control of crime analysis data through accurate data documentation.
3. Evaluates, organizes, and analyzes data and information in ongoing criminal investigations to aid investigators in the identification of criminal organizations, individuals, and activities by utilizing computer hardware and software including word processing, spreadsheet, database management, data systems, information centers, call records, open source information, and Geographic Information System (GIS) programs.
4. Prepares a variety of analytical reports and recommend investigative direction. Prepare requisite crime analysis reports as requested including crime maps, link analysis charts, network analysis charts, statistical reports, timelines, call data record maps, and crime bulletins.
5. Presents reports, results, and recommendations to investigators, command staff, partner agencies, trial, and/or advisory community groups.
6. Assists in the identification of suspects and case clearance by identifying, studying, and analyzing various patterns of criminal activity.

7. Conducts research as assigned to support various hypotheses; evaluates reliability of source information; uses analytical data to answer specific questions or make recommendations; gathers and compile raw data from a variety of sources.
8. Represents the City of Portland to the public, other agencies, government jurisdictions, and testify at trial in support of a case as necessary.
9. Assists with developing and recommending improvement plans for assigned practice areas or work group.
10. Provides research and alerts management to potential issues that could impact Bureau/Office functions and activities.
11. Manages confidential or highly sensitive information responsibly and in compliance with relevant crime laws, regulations, ordinances, policies, and procedures.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by a Supervisor, Manager, or other supervisory-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles, practices, and methods of and techniques of crime analysis, current developments, trends, and technologies within the crime analysis field.
2. Knowledge of principles, practices, methods and techniques of investigation.
3. Knowledge of law enforcement specific databases, mapping software, link and network analysis software, standard office software, statistical analysis software, and presentation software.
4. Knowledge of relevant policies, procedures, administrative rules, laws, regulations, and court decisions.
5. Knowledge of principles, tools, and techniques for project planning and management, and sound business communication.
6. Ability to analyze and evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.
7. Ability to collect, evaluate, and interpret complex data in statistical and narrative forms.
8. Ability to analyze, interpret, explain, and apply relevant crime laws, regulations, ordinances, policies, and procedures.
9. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents; communicate complex analytical topics to non-technical audiences.
10. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
11. Ability to establish and maintain effective working relationships with Bureau/Office management and staff, representatives of other public agencies, the public, and others encountered in the course of work.
12. Ability to exercise discretion in confidential and sensitive matters.
13. Ability to maintain accurate files, records, and documentation.
14. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree with major coursework in computer science, data process, or a related field;

AND

Experience: Two (2) years of responsible experience in law enforcement, crime analysis, or a related field.

Special Requirements and/or Qualifications:

Ability to pass a police background check.

Law Enforcement Data System (LEDS) and National Crime Information Center (NCIC) certified within 6 months of hire.

A valid state driver's license may be required for certain positions.

Preferred Qualifications:

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates:

January 2023 – corrected classification title from Crime Analyst to Investigative Crime Analyst