

CLASS SPECIFICATION

CRIME DATA ANALYST

PAY GRADE: 57

CLASS CODE: 30003375

EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to an Analyst III, Analyst IV, Supervisor, Manager, or other management level- position. Under limited supervision, performs professional and complex data analysis on crime and other related statistical data and information, presents recommendations based on findings, and performs other duties in support of the Police Bureau and Citywide activities.

Responsibilities include: performing program and statistical data analyses; preparing analytical, statistical, and operational reports; interpreting and advising management on the application of laws, rules, policies, and intergovernmental agreements; and preparing written and verbal recommendations to leadership.

DISTINGUISHING CHARACTERISTICS

Crime Analyst is a distinct classification.

Crime Analyst is distinguished from the Analyst series in that the former is responsible for compiling, maintaining, analyzing and integrating crime and other related statistical data for the Police Bureau to aid in determining crime patterns, trends, and other information required to develop policy recommendations.

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. Research and compile crime data from a variety of sources; develop analytical techniques and data-gathering processes; assemble, analyze, and interpret data; identify historical trends, patterns and irregularities; develop and present recommendations based on findings.
2. Develop, design, and administer databases and data sets; determine requirements; track and report statistics; coordinate exchange of data with other agencies and Bureaus/Offices; oversee the integration and migration of data between databases.
3. Plan, develop, and implement research projects; assess feasibility, resources availability, cost/benefit analyses; review project design, development, and implementation; research and analyze technical questions; communicate with relevant parties.
4. Plan and develop quantitative data collection instruments, qualitative surveys, and relational databases for multiple environments; design user interfaces, data entry mechanisms, targeted survey question language, automated reporting, manual reporting and analytical tools; provide technical assistance, training, documentation, and analysis on developed instruments.
5. Develop recommendations on the allocation of resources based on analyses; make recommendations to improve policy effectiveness and efficiency.
6. Develop and present objective analyses, observations, findings, conclusions, and recommendations to supervisors, managers, and City officials via written reports, oral presentations, and public forums.

7. Maintains working relationships with other law enforcement agencies to provide and obtain information; represents bureau on internal, interagency and public task forces; keeps abreast of current trends in field of responsibility by researching and reviewing professional literature and participating in professional organizations; attends and actively participates in all required bureau and external meetings.
8. Trains end users in the interpretation of analytical products, use of custom-built application, utilization of data collection instruments, and data management/quality control procedures.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by an Analyst III, Analyst IV, Supervisor, Manager, or other management-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles, practices, and methods of and techniques of crime statistics, geospatial, network and data compilation, tracking, analyses, and communication.
2. Knowledge of principles, practices, methods and techniques of relational databases, SQL, law enforcement specific databases, mapping software, link and network analysis software, standard office software, statistical analysis software, and presentation software.
3. Knowledge of relevant policies, procedures, administrative rules, laws, regulations, and court decisions.
4. Knowledge of principles, tools, and techniques for project planning and management, and sound business communication.
5. Ability to work under limited supervision, independently determine methodologies, assumptions and data parameters to develop and adjust analytical models; determine report formatting; determine methods for resolving issues.
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; ability to use quantitative and qualitative analysis, tools, and modeling.
8. 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.
9. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
10. 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.
11. Ability to maintain accurate files, records, and documentation.
12. Ability to utilize City-specific technology and general office software.
13. Ability to provide work direction and guidance to other staff.

MINIMUM QUALIFICATIONS REQUIRED

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

Education/Training: Bachelor's degree from an accredited college or university in management, with major coursework in a field requiring an emphasis on statistical analysis or mathematical modeling or a related field;

AND

Experience: Three (3) years of professional and responsible experience performing statistical analysis or criminal justice system data analysis.

Special Requirements and/or Qualifications:

Ability to pass a police background check.

Preferred Qualifications:

Graduate degree in criminology, criminal justice, sociology, psychology, statistics, mathematics, computer science, or related field.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: