



Salary: \$64,529.50 - \$90,341.26 Annually **Location:** OH 43221, OH
Job Type: Regular, Full-Time **Department:** Police
Job Number: 20221228b **Closing:** 1/20/2023 11:59 PM Eastern

Description

Under the direction of the Criminal Investigations Sergeant, the Police Crime and Intelligence Analyst is responsible for data collection, collation, analysis and dissemination that leads to arrests. The Analyst will have highly developed inductive reasoning skills and the ability to assist police personnel in developing correlations with known and unknown suspects. The position also supports the data analysis necessary to document the activities of the police division for city management and public consumption. The position requires excellent communication skills in order to communicate accurate information with local and adjoining law enforcement agencies. The Police Crime and Intelligence Analyst will be responsible for preparing and submitting written reports and other documents as needed to police personnel.

Examples of Duties

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

1. Participate in the systematic management, assessment and analysis of data for administrative, strategic, and tactical reports on crime and/or traffic issues. Provide timely and pertinent information relative to crime and/or traffic patterns, series, trends, or correlations.
2. Participate in or conduct an analysis that helps articulate a proposed long-range course of action. Assess the fiscal, economic, political, demographic and other social issues affecting the program or work unit.
3. Collects, compiles, analyzes, develops, and disseminates information concerning types of crime, identified criminals, potential threats, suspicious persons/events, and known or suspected criminal groups.
4. Collects, compiles, analyzes, develops, and disseminates information concerning types of crime, identified criminals, potential threats, suspicious persons/events, and known or suspected criminal groups.
5. Correctly develop and use workload measurements of organizational units to develop allocation and deployment schedules that will result in efficient staffing patterns for the agency. Effectively use principles of workflow measurement and analysis, business process streamlining/re-engineering, methods improvement and/or productivity enhancement to provide more efficient allocation, deployment and direction of personnel and resources.

6. Review and analyze a program's stated mission, goals and objectives against its actual accomplishments to determine its effectiveness and efficiency. Review and analyze collected data to measure, compare, and improve municipal service delivery.
7. Provide support to the Professional Standards Coordinator and the Accreditation process through the preparation of reports to identify compliance with established standards or deficiencies thereof.
8. Formally represent the division in meetings, on task forces, major civic/community projects or initiatives, or with community groups to coordinate resources and activities. Act as department/division liaison with other departmental entities in order to coordinate resources and to provide direction for other agency activities.
9. Support information transfer and understanding to increase clarity by assisting in the preparation of public presentations.
10. Develop, support and perform public presentations utilizing visual aids as needed.
11. Performs duties of other administrative staff during their absence.
12. Performs other duties as required. (5%)

Typical Qualifications

Bachelor's Degree in Criminal Justice, Crime Analysis, Strategic Planning, Public Safety or related field from an accredited college or university; minimum of two (2) years' experience as a Crime Analyst or similar role; must successfully pass thorough background check, including truth verification interview (CVSA); or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Supplemental Information

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of:

- *Applicable laws, regulations, City policies, procedures, and requirements including Ohio Ethics law and Public Records law.
- Fields of crime analysis, emergency management, and strategic planning;
- Practices, laws and ordinances as it pertains to law enforcement;
- Workplace safety;
- Office practices and procedures;
- Data entry;
- Records management;
- English grammar and spelling;

- Best practices in diversity, equity and inclusion practices, strategies, systems, and policies as it relates to area of work.

Skill in:

- Proficient use of applicable technology and software;
- A range of desktop software to produce professional-looking reports, presentation, brochures, and advanced skills in spreadsheet and/or database applications to manipulate data for complex analyses, and design reports or presentations of the results;
- Statistical research and analysis using automated systems is preferred. Geographic Information Systems' experience is preferred;
- Monitoring and analyzing data from various sources;
- Typing at least 50 words per minute;
- Communicating effectively with all Division personnel.

Ability to:

- Appropriately apply independent discretion;
- Communicate and work with supervisors and command staff to implement changes within respective divisions;
- Evaluates and interprets information; selects essential elements, correlates new information with existing information, identifies trends, patterns, and other relationships among data points;
- Identify patterns and characteristic behaviors of criminal profiles, functions, hierarchy, modus operandi, geographic distribution, command and control, and frequency and resilience of ties;
- Evaluate the validity, accuracy, reliability, credibility and urgency of all information. Provide accurate, thorough, timely, and usable intelligence analysis while demonstrating use of sound analytical tradecraft, proper data sets, and methodologies;
- Develop usable leads and fuse information about criminal networks, associates, key attributes, transportation nodes, and illicit pathways from a variety of sources;
- Advance inter- and intra-agency coordination and collaboration to collect and/or share information of intelligence value to fill information gaps;
- Conduct analysis through the use of several data points that will include but not be limited to field observation reports, specialized software, electronic surveillance, confidential information sources, phone tolls, pen registers, precision location data, and open sources. Uses unrestricted access to information concerning police calls for service, crime reports, cases, arrest records, field interviews, citations, known offender files and other internal police data and resources to identify, analyze and assist in resolving criminal activity;
- Work with minimal supervision;

- Analyze situations objectively and determine proper courses of action to be taken;
- Learn and apply technical terminology and information as related to both law enforcement work and accreditation standards;
- Demonstrated awareness of and an ability to effectively use communication that overcomes socio-cultural and lingual barriers, and to be aware of verbal and nonverbal forms of communication;
- Effectively use and understand a variety of written and/or verbal communications;
- Provide high level of customer service to both internal and external customers;
- Handle situations in a manner that is sensitive to inclusivity and cultural dynamics;
- Organize and prioritize tasks to operate at a maximum efficiency of time management;
- Learn and use the CJIS system and other confidential law enforcement programs effectively;
- Manage multiple projects at one time;
- Adapt quickly to changing situations that may adversely affect previous plans, schedules, and routines.

The City of Upper Arlington offers an extensive benefits package.

- Paid Leave: Vacation, Sick, Personal, Holidays, Bereavement
- Health Insurance: Choice between Traditional PPO plan and High Deductible Plan with a Health Savings Account
- Dental Insurance with Delta Dental of Ohio
- Vision Insurance with Eyemed
- Group Term Life Insurance with option to purchase supplemental coverage
- Voluntary Pet Insurance
- Service Credit Compensation
- Deferred Compensation Savings Plans
- Wellness Program
- Employee Assistance Program

Agency: City of Upper Arlington **Address:** 3600 Tremont Rd
Upper Arlington, Ohio, 43221

Website: <https://upperarlingtonoh.gov>