PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Crime Analyst	**Job Code:** 4233
Date: September 16, 2014	**EEO Code:** PR
FLSA Designation: Non-Exempt	**Civil Service:** Covered (Unclassified)

DEFINITION: This is professional level tracking and analysis of criminal activity data with responsibility to identify crime patterns and other actionable intelligence items; and to make recommendations on the deployment of Police Department resources based on those findings.

CLASSIFICATION STANDARDS: Positions assigned to this classification are responsible to a designated supervisor and perform all work under his/her general direction. The work of this class is distinguished by its emphasis on providing professional statistical analysis and recommending courses of action based on the results.

ESSENTIAL DUTIES: Perform statistical, investigative, and tactical analysis of crime trends in the City; collect, analyze, and interpret data and statistics using quantitative and qualitative methodology; review a wide variety of criminal and quality of life data points to identify patterns, commonalities, and probability factors; visually and verbally demonstrate associations among persons, organizations, property, and/or criminal event; review patterns and statistical models to identify series and predict future activity; evaluate correlations between crime and non-crime factors; review various data to identify suspicious persons and organizations, including recording their activities in accordance with applicable legal statutes; maintain a library of intelligence sources, network contacts, and various other crime analysis tools.

Prepare various records, reports, graphs, charts, and presentations of analytical findings and real time crime data; provide hotspot maps, bulletins, hotsheets, traffic analysis, timelines, flow charts, and wanted subject summaries in support of Community Oriented Policing and departmental goals; present information and findings to officers, members of the command staff, and other applicable parties; research and answer questions stemming from analytical findings; recommend patrol, surveillance, and/or other deployment of department resources based on statistical findings, actionable intelligence, and analytical findings; oversee the sharing of critical intelligence data within the department and with outside agencies including developing efficient workflow processes.

Conduct research in response to internal and external information requests in accordance with applicable laws, rules, and regulations; maintain a record of information disseminated for tracking purposes; enter statistical information into a variety of systems and databases; utilize job-specific software programs and databases and recommends changes as needed; operate ESRI and ArcView programs to create deployment maps and other geographic data; coordinate departmental GIS needs with City-wide GIS personnel; represent the City's interests on a variety of boards, committees, or groups; draft policies and procedures with respect to the intelligence program; perform other duties as needed.

MINIMUM REQUIREMENTS: Bachelor's degree in criminal justice, sociology, statistics, economics, information systems, behavioral science, or a related field; and three (3) years of experience performing statistical analysis, preferably in a public safety environment; OR an equivalent combination of job-related education/experience [substituting each one year of post-secondary education/training for six months of experience].

License(s)/Certifications. Must possess a valid, lawful driver's license.

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SELECTION FACTORS: *Knowledge of:* tactical, strategic, and statistical analysis methods and processes; applicable Federal, State, and local laws, codes, rules, and regulations; GRAMA and Public Information Act requirements; crime analysis, behavioral, and geographic profiling methods; basic investigative procedures and general law enforcement practices; department rules and regulations; modern research methods and techniques; basic English composition and grammar; the relationship between law enforcement, the courts, and corrections; behavioral patterns and motivations of criminals; the socio-economic, cultural, psychological, biological, environmental, and historical influences on behavior. *Skill in:* the use of program specific software; basic Excel and word processing programs; gathering and analyzing data and trends; analyzing qualitative and quantitative data using calculations such as frequency, percent-change, cross-tabulations, central tendency, measures of variance, and correlations; developing statistical models including the use of randomization. *Ability to:* perform work with speed and accuracy, communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; differentiate between causation and correlation; organize assigned work and develop effective work methods; prepare clear, concise, and informative reports, presentations, graphs, charts, and other statistical presentations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness and a high commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Motorized vehicle, calculator, telephone, computer, job-related software programs, and general office equipment.

PHYSICAL DEMANDS: Position requires remaining seated at a computer desk for extended periods of time maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards except exposure to stressful circumstances such as meeting deadlines or contact with individuals in emotionally charged situations.

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Department Director
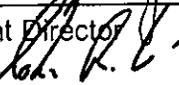
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Mayor/Chief Administrative Officer

9/10/14
Date

9/16/14
Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.