

## CLASS SPECIFICATION



**CLASS:** Crime Analyst  
**ALLOCATION:** Sheriff's Department  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** Deputy Sheriff's Association

**ESTABLISHED:** June 2022  
**REVISED:** May 2022

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### **JOB SUMMARY:**

Performs tactical, strategic, and administrative analysis using complex relational databases, highly secure law enforcement computer applications and other software to conduct statistical analysis, detect and analyze crime series/patterns, and forecast crime trends in order to organize, disseminate and present findings to the appropriate unit(s) for response. Creates reports, other documents, and delivers presentations to a variety of internal and external audiences. Performs a variety of other non-sworn functions to support departmental operations and increase the effectiveness of the Sheriff Department including, deputy deployment, criminal investigation, crime prevention and apprehension of suspects.

### **CLASS CHARACTERISTICS:**

Under general supervision, incumbents in this journey level classification work independently and exercise overall responsibility for all aspects of crime analysis including, but not limited to, standard crime analysis, crime mapping, data input quality control, networking with other crime analysis units in the region, and other various tasks in support of the Sheriff, the Operations Division and the Support Services Division.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Use modern research methods and criminal intelligence analytical techniques to draw conclusions regarding patterns of crime and criminal offenders; reviews published data relative to developing trends and patterns of criminal activity and makes such information useful to law enforcement personnel.
- Attend daily briefings and prepare daily crime information bulletins, weekly and monthly information reports, criminal and serious habitual offender information, crime series/pattern bulletins, wanted person/known offender bulletins, crime summaries, and trend analysis to departmental sections and agencies from other jurisdictions.
- Conceptualize and convert raw data to valid criminal intelligence information.
- Collect and analyze information of a confidential nature from various sources, placing facts in proper relationships; evaluates the information; and prepares comprehensive analytical reports based on available data to evaluate and identify crime series, patterns and trends.
- Prepare a variety of statistical, analytical, and/or narrative reports which may include statistical or non-statistical data interpretation, manpower analyses, investigative analyses, findings and recommendations; prepare spreadsheets, graphs, charts, maps, bulletins and other supporting documentation that will aid the ability to make proactive decisions for law enforcement planning and crime prevention efforts.
- Develop and administer presentations to Department members, other agencies, and the public regarding review and study findings; represents the department and responds to questions and concerns regarding partnerships between the department and citizen community involvement as well as business community involvement.
- Project future crime trend activity using data analysis of existing and past criminal activity; perform manpower deployment research studies correlating the data with crime activity; provide demographic data on victims and areas experiencing crime activity.
- Perform predictive analyses for crime prevention progression efforts including, identifying unique events that possess a recurring pattern with focus on criminals' mode of operation, the day/time/location of crime activity patterns and similar past crime activity.
- Perform crime/suspect correlation to identify suspects for specific crimes based on data obtained from criminal histories, past sheriff/police department contacts, parolees and intelligence data derived from other agencies, field interview contacts and/or other certifiable sources.
- Formulate administrative statistical research studies (i.e. number of officers per 1,000 population

correlated against population trends/crime statistics and activity levels of staff due to variations in "Calls for Service").

- Organize and maintain manual information sources, files and automated systems for storage and retrieval of data.
- Utilize all available technological resources and systems to collect, retrieve, and analyze criminal information.
- Apply Geographic Information System (GIS) technology to prepare and display crime and other related data in support of investigative, management, and administrative tasks.
- Train, advise and educate employees about analytical capabilities.
- Utilize publishing devices and software to generate graphics, bulletins, charts and maps including, geographically impacted areas of criminal activities and patterns and trends of crimes.
- Performs frequent quality control checks of crime records and databases to ensure accuracy and integrity.
- Performs other related duties as assigned.

**Important:**

- Monitor changes in state and federal laws that affect County crime prevention activities.
- Train and advise appropriate department & County staff in crime analysis policy and procedures and corresponding computer operations.
- Organize and maintain collected data in manual and automated systems for storage and retrieval.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and methods of research design, including sampling and the testing of hypotheses.
- Methods of organizing statistical information into reports, bulletins, charts and graphs.
- Principles and methods of descriptive and inferential statistics, including probability theory, sampling techniques, statistical correlation, frequency distribution, reliability and validity criteria and regression analysis.
- Methods to generate, organize and display a wide variety of complex statistics and other research data using a computer.
- Local, State and Federal laws, statues, codes, rules and regulations related to the work with particular reference to crime analysis, record-keeping and dissemination of restricted information.
- Business principles involved in strategic planning, resource allocation, leadership techniques, and methods of coordination.
- Principles and processes for providing customer services including, customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Principles and practices of record-keeping management.
- Principles and techniques of making effective oral presentations.
- Proper English usage including, grammar, punctuation, rules of composition and spelling.
- Software and Computer applications related to the work.

**Skill in:**

- Apply principles of research and statistical analysis to define problems involving several concrete and abstract variables and collect data, establish facts, draw valid conclusions and make proper recommendations.
- Apply mathematical formulas and make calculations necessary to select and apply appropriate statistical methods for collecting and summarizing varied and complex data.
- Organize and design an efficient plan for collecting and summarizing varied and complex data.
- Coordinate multiple projects and meet deadlines.
- Use initiative and independent judgment within general policy guidelines.
- Respond quickly and effectively in difficult situations.
- Speak clearly, concisely and logically.
- Prepare accurate, clear, concise and comprehensive written reports, correspondence and other written

materials.

- Establish and maintain effective working relationships with Sheriff Department members, County-wide staff and the general public.

**Ability to:**

- Quickly recognize and analyze irregular events, patterns and trends of criminal activity.
- Understand and use statistical methods to predict the likelihood of future criminal occurrences using a variety of intelligence information.
- Understand and extract pertinent information from relevant crime data.
- Read, interpret, and analyze complex problems, establish facts, and draw valid conclusions.
- Write clear, concise, illustrative and written analytical reports and bulletins while effectively using charts, graphs, and geospatial mappings to provide information on crime series, patterns, and trends.
- Maintain confidentiality, and use discretion in distributing and disclosing sensitive information.
- Make informative and persuasive presentations to individuals and groups and participate in public forums.
- Work independently, under pressure, and within time constraints while adjusting priorities and/or meeting deadlines.
- Testify in court as to results of analysis.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- Mobility to work in a typical office setting, use standard office equipment, and may require ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical work environment.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Pass a detailed background investigation.
- Possess a valid California Class C driver's license.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Possession of a Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Criminal Justice, Mathematics, Public Administration, Statistics, or a field related to the work AND two (2) years of progressively responsible analytical or statistical research experience.

***Candidates with strong experience who lack the degree are encouraged to apply.***

**PREFERRED:** In addition to the above minimum, two (2) additional years of progressively responsible analytical experience in a criminal justice agency.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

EEOC: B  
WC: 8810

Established: August 2007  
Revised: June 2022