JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Police Confidential Data Analyst</th>
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<tbody>
<tr>
<td>Civil Service:</td>
<td>Yes</td>
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<tr>
<td>Department:</td>
<td>Police</td>
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<tr>
<td>Bargaining Unit:</td>
<td>No</td>
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<tr>
<td>Reports to Position:</td>
<td>Investigations Lieutenant</td>
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<tr>
<td>Pay Grade:</td>
<td>Non-Bargaining Pay Scale</td>
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<tr>
<td>Location:</td>
<td>Police Department</td>
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<tr>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
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<tr>
<td>Effective Date:</td>
<td>05/01/18</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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JOB SUMMARY

The Data Analyst is responsible for conducting complex research and analysis using intelligence-led policing methods while providing timely and pertinent information relating to crime pattern detection, suspect-crime correlation and target-suspect data.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Perform systematic and analytical extraction and compilation of data in order to identify suspects, detect problem areas and predict trends in support of criminal and traffic enforcement efforts.
- Disseminate pertinent crime and intelligence data information to administrative and operational units.
- Prepare data to make recommendations on resource allocation and deployment of staffing.
- Use graphing and mapping methods to show link analysis, flow analysis and activity charting to highlight criminal activity and vehicle crash data.
- Act as department liaison regarding dissemination of crime data with outside agencies and attend area intelligence sharing meetings as needed.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of principles and practices of research and analysis; technical report writing; statistical analysis as applied to crime patterns; probability assessments and trend analysis.
- Proficient with Microsoft Word, Excel and PowerPoint.
- Knowledge of crime mapping concepts and spatial analysis techniques using ESRI products.

PREFERRED KNOWLEDGE AND SKILLS

- Knowledge of statistical applications such as SPSS and analytical reporting software such as Crystal Reports.
- Knowledge of Microsoft Access and SQL.
- Two years of experience conducting research and analysis.
- IACA or GISP Certification.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- Requires the following, with or without reasonable accommodation:
  - Ability to read, speak, write and understand English to effectively communicate with department members, outside agency personnel, city employees/representatives and citizens by telephone, in written form or face to face.
  - Must possess a valid driver’s license.

QUALIFICATIONS

- Bachelor’s degree from an accredited college or university in Statistics, Criminology, Criminal Justice, Psychology, Computer Sciences, Geographic Information Systems or a closely related field.
- Ability to obtain an IACA certification; time frame dependent upon work experience as a data analyst.
- Ability to obtain NCIC certification upon hire.
### WORKING CONDITIONS
- Must be able to work with minimal supervision upon training.
- Work in a 24/7 office environment.
- Work in a potentially stressful environment.

### REQUIRED BACKGROUND CHECKS
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Credit Check
- Pre-Employment Physical
- Polygraph