ASHEVILLE, NORTH CAROLINA

Classification Specification

Crime Analyst
Job Code: 6050
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to collect and analyze crime statistics and data to identify trends and patterns to assist Police command staff in decision making and to prepare related reports and collateral materials.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Collects crime report data, arrest data, field interview data, intelligence reports, and other crime related data to forecast and identify crime patterns: conducts analysis of crime patterns, series, and trends using chronological and geographic measures and statistical methods.

Provides detailed crime statistics and trends to Police command staff, City Council, and others to aid in short- and long-term decision-making regarding strategies, policies, prevention techniques, patrol and investigative priorities, deployment of resources, etc.: collects, collates, analyzes, and generates detailed crime statistical reports; identifies and analyzes statistical trends, hot spots, and socioeconomic factors that contribute to criminal activity; creates and distributes reports and presentation materials as requested; and reviews impact of policing efforts on crime.

Provides crime analysis data to department personnel and other agencies to aid in meeting tactical crime control

and prevention objectives: accesses, queries, and extracts data in various local, state and federal computer systems, including Geographic Information Systems (GIS), Computer Aided Dispatch (CAD), records management systems, and other databases and systems: conducts analysis of data, such as workload calculations by area and shift, reports, gun violence data, and data transformation; and prepares statistics, data printouts, maps, charts, graphs, tables, and other visual products, as requested.

Researches, compiles, and reports information in support of traffic control and criminal investigations: compiles routine background and history information to assist investigators; and responds to ad hoc requests from command staff and other units of the department for meetings and briefings.

Maintains awareness of state, national, and international criminal intelligence: disseminates relevant information to the department; analyzes data regarding repeat offenders, repeat victims, and criminal organizations and networks; assists in developing strategies to deter or disrupt harmful activity, such as priority enforcement, prosecution, and focused deterrence.

Receives and responds to requests for crime data and information from members of the community, the District Attorney's Office, the media, or others: provides information and data regarding trends in criminal activity and the corresponding policing efforts; makes presentations and provides reports to Citizens Police Advisory Committee and other boards, commissions, and organizations as requested; and assists in maintaining public crime data feeds.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to crime analysis, research methodology, policing issues, and current law enforcement technology; reads professional literature; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City administrators and elected officials, Police command staff, supervisor, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, CAD and Automated Vehicle Locator (AVL) records, crime incident, traffic stop, and accident data and reports, warrant and arrest records, property room inventory, COMPSTAT analysis and presentations, crime summaries, multi-year plans and workload assessments, traffic accident assessments, crime bulletins, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor’s Degree in Criminal Justice, Data Analysis, Statistics, or a related field required; supplemented by two years of experience in crime or intelligence data analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.