GENERAL STATEMENT OF DUTIES: Provides tactical and strategic analysis of data, in particular crime data, to the Department of Public Safety to assist in the solving of crimes and deployment of resources; recommends and integrates new data-based crime prediction strategies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs tactical, strategic, administrative and operational analytics. The employee also researches new techniques and technology related to crime analysis. The employee works within a law enforcement agency under the direction of sworn officers or other designated supervisor to provide critical information in the prevention and solving of crimes.

EXAMPLES OF WORK: (Illustrative only)

- Expands the Division's analytical and intelligence capabilities by proposing and implementing new approaches and methods;
- Educates commanders and line officers in the operational application of crime analysis and technology;
- Develops strategies to integrate data and technology into daily police operations, decision-making, and long-term problem solving efforts;
- Provides information to police or County administration for decision making purposes.
- Presents analysis and statistics in various internal and external forums;
- Develops statistical data resources to assist in proactive and targeted investigations, preventative enforcement and education, identification of patterns and trends and identification of known and repeat offenders;
- Uses computer databases, electronic spreadsheets, desktop publishing, word processing and statistical applications to manipulate, analyze and present data;
- Studies current literature on research methodology and police issues, and makes appropriate recommendations for improvements in crime analysis practices;
- Conducts statistical and strategic analysis which includes preparing monthly, quarterly, annual, and on-request reports;
- Researches and analyzes complex law enforcement data; identifies and interprets criminal activity, patterns, and trends; and forecasts trends to aid in staffing and deployment of police personnel;
- Prepares a variety of mapping (GIS) products, including those that are the product of geo-spatial analysis;
- Responds to ad-hoc requests for data and reports from all levels and units of the department;
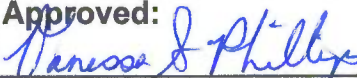
NEW CASTLE COUNTY GOVERNMENT

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CLASS SPECIFICATION

Date 06/02/17

Title: CRIME ANALYST

Approved: *Vanessa S Phillips*

- Compiles information, analyzes findings, makes interpretations, and writes comprehensive reports based on data; uses these findings to identify information gaps and future collection requirements;
- Performs a variety of strategic, tactical, and administrative duties relating to the systematic process of collecting, categorizing, analyzing, and disseminating timely, accurate, and useful information that describes crime patterns, crime trends, and potential suspects;
- Identifies and recommends proactive measures to implement long range plans for crime prevention;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Excellent computer skills; ability to utilize GIS applications; SQL database knowledge, experience with quantitative and qualitative methods; proficiency with Microsoft Office Suite; ability to locate and utilize public source data; strong writing and communication skills: good professional networking skills; sound decision making and problem solving skills; ability to conduct research; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least two (2) years of experience as a crime analyst; possession of a Bachelor's Degree from an accredited college or university with a degree in Criminal Justice, Public Administration, Computer Science, Math or closely related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background investigation.

Established: 06/02/17