



Job Title	Crime Analysis Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	18481

Class Specification – Crime Analysis Supervisor

Summary Statement:	
<p>The purpose of this position is to supervise, develop, and implement professional level analysis services to the police department. This is accomplished by maintaining knowledge of data mining, research methods, statistical analysis, and data aggregation; presenting research findings to executive staff; developing and evaluating analytical methodologies specific to the identification of crime patterns; preparing statistical reports; performing administration of various databases; staying current on latest criminological research; providing ongoing supervision of departmental intelligence analysis functions; overseeing the unit’s volunteer and student intern program. Other duties include staying current of state and federal regulations related to intelligence analysis; implementing new technology; and participating as a member of the forms and data standardization committee.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Manages and supervises the criminal intelligence unit and staff by directing operations and activities; creates performance standards and expectations; monitors program and analysis performance; completes analyst evaluations; advises analysts regarding research methods; reviews analytical methods; revises reports, bulletins, timelines and charts; assists with projects; tests internal data bases for various projects; determines appropriate work assignments; trains new employees and volunteers; and prepares unit budget and monitors expenditures.
15%	Performs statistical analysis and crime specific research by data mining, extracts, analysis and interprets trends and patterns; prepares research findings for presentation; reviews analyst research methodology; and reviews all SRIC analytical reports and products for dissemination.
10%	Participates in meetings and collaborations by attending and providing technical assistance for technology project related information. Attends and presents for executive staff meetings for all operations; participates in departmental special projects; supports academic projects and collaborations; and facilitates multiagency meetings including outside law enforcement.



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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in criminal justice, behavioral science, social science, or related field.

Experience: Five years of full-time responsible statistical and/ or research analysis experience required.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: : IBM iBase, Microsoft Sequel, Microsoft Office, Bair Analytics, NCIC and CJIS systems, New World Lerms, CLEAR, Coplink, Cadmine, and Adobe Professional.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014