



Office of the District Attorney Alameda County

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alcoda.org

Crime Analyst (#0405)

Bargaining Unit: ACMEA - Non-Sworn
\$33.37 - \$44.69 Hourly
(Work up to 40 hours per week)

DESCRIPTION

Under direction, conducts complex research and analysis; provides timely and pertinent information relating to serious and prolific offenders, crime hotspots, and criminal groups. Researches, analyzes, and maps crime trends and patterns; disseminates information related to criminal activity; assists patrol, investigations, and administrative staff in planning the deployment of resources for the prevention and suppression of criminal activities; participates in crime research and intelligence analysis activities with other local, state and federal agencies; and does related work as required.

DISTINGUISHING FEATURES

This is a single position, non-sworn class within the District Attorney's Office, responsible for performing local and regional crime analysis to facilitate suspect identification and crime trend recognition. The incumbent is expected to exercise independent judgment in devising techniques to meet staff requests for information. This class is distinguished from the Crime Technician which is the entry-level class in the series performing technical duties related to crime analysis, whereas the Crime Analyst exercises considerable independent judgment in developing research design and statistical analysis.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all duties listed.

1. Reviews all police reports for completeness, coding correctness and appropriate approvals.
2. Provides accurate, timely and relevant analysis of crime patterns, series and trends that aid in the efficient deployment of departmental resources and that increase apprehensions and the clearance of criminal cases.
3. Conducts data file queries and develops suspect information for investigative follow up and distributes information internally and externally as directed.
4. Develops and updates various computer databases; performs direct input or downloads information from multiple data files.
5. Develops target profile analysis of criminal offenders and criminal groups.
6. Assists in collecting and preparing Uniform Crime Reports (UCR) data for the departmental monthly,

quarterly and annual reports.

7. Serves as departmental liaison with other members of the regional crime analysis system; participates on a variety of internal and regional committees related to the gathering and reporting of crime information.

8. Reviews, tests and evaluates new program modules for the regional crime analysis system.

9. Maintains accurate records and files related to work performed; prepares and updates documentation regarding the computerized crime analysis system.

10. Furnishes support data for various programs such as crime prevention, truancy, abatement and grant programs.

11. Other duties as assigned by the Lieutenant or Captain of Records, Warrants and Emergency Services Dispatch.

MINIMUM QUALIFICATIONS

EITHER I

Experience:

The equivalent of two years full-time experience as a Crime Technician within the Alameda County classified service.

OR II

Education:

The equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, criminal justice, forensic science or a field related to the work. (Additional experience as outlined below may be substituted for the education on a year-for-year basis.)

AND

Experience:

The equivalent to three years of full-time experience involving crime analysis in a criminal justice, law enforcement or military intelligence related setting that has provided the knowledge and abilities outlined below.

License:

- Possession of a valid California driver's license is required.
- A Department of Justice Crime and Intelligence Analysis certificate from an accredited college or university is desirable.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Law enforcement terminology and processes.
- Principles and practices of statistical analysis.
- Computer applications related to the work, including data base development and modification and report generation techniques.
- Codes and regulations related to crime data dissemination.
- Various automated information systems used in statistical analysis and data collection and reporting of information related to criminal activities.
- The 21st Century Policing, the Racial and Identity Advisory (RIPA) Board and the National Incident Based Reporting System (NIBRS) requirements.
- Standard office practices and procedures, including the operation of standard office equipment.

Ability to:

- Collect, compile and analyze varied crime and related information and data, evaluate alternatives and reach sound conclusions.
- Prepare clear and concise statistical and narrative reports, computer documentation and other written materials.
- Review crime and arrest reports for content and evaluate shifts and/or other changes in crime patterns.
- Represent the department and the County in meetings with other agencies.
- Interpret and apply applicable policies, codes and regulations.
- Maintain accurate records and files.
- Exercise sound independent judgment within established procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings

- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

TO APPLY

Please send your completed District Attorney application, cover letter and resume by Friday, March 13, 2020 - 5:00 PM to:

Human Resource Department
dajobs@acgov.org