TOWN OF LOS GATOS **November 2000**

CLASSIFICATION SPECIFICATION FOR: CRIME ANALYST

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform a wide variety of criminal justice research activities; is responsible for the Police Department's Information System. Provides ongoing support of the day-to-day automated solutions and management for the information systems operations.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Assist operations and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities.

2. Collects, organizes and analyzes information and statistical data about criminal activities and known criminal offenders.

3. Conveys information to Police personnel verbally and in writing.

4. Writes comprehensive reports.

5. Develops and implements a strategy for best utilizing Police resources against recognized criminal trends.

6. Assist and train other personnel in the area of crime analysis.

7. Assist in the development of manpower deployment programs for the Operations division.

8. Participates in the development and application of computer programs to capture collate and retrieve crime information.

9. Assist in the formulation and implementation of a direct patrol program using crime analysis information as the basis of deployment.

10. Prepares and disseminates crime summaries, crime series/pattern bulletins and known offender bulletins.

11. Develops and maintains liaisons with other criminal justice personnel within and outside the department.

12. Provide day-to-day technical support for information systems hardware and software.

13. Configure and install new hardware and software (laptops, laser printers, printer sharing devices).

14. Liaison between department staff and outside consultants and vendors.

15. Maintain a day-to-day support activity and respond to employee/user problems.
16. Maintain and monitor department's Records Management System, Computer Aided Dispatch, and other software residing on the H/P 3000.

17. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Equivalent to Bachelor's Degree from an accredited college or university in public or business administration, information management or criminal justice, related field.

- Minimum of three years of responsible full time experience involving formulation, analysis, evaluation, and implementation of research programs in criminal behavioral or social science field.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Technical support for information systems hardware and software.
- Research methodologies and resources, statistical analysis, and report writing.
- Applicable local, State and Federal laws and regulations
- Public communications skills including both written and oral presentation.
- General customer service techniques

Ability to:

- Interpret and apply oral or written material/instructions, including the ability to listen to or read abstract or directive instructional material and to apply that data correctly to practical circumstances.
- Work various and extended hours as needed.
- Respond to call backs.
- Have a background free of any felony convictions and with a demonstrated personal history of being able to live within the law.
- Use good judgement and clear thinking during stressful situations.
- Work independently.
- Analyze data with staff members and outside vendors/consultants.
- Conduct data collection and analysis.
- Learn, retain and apply Town procedures correctly and consistently.
- Communicate effectively orally and in writing.
- Plan, organize and direct programs or projects.
- Established and maintain effective working relationships with Town personnel and the public.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Excel, DOS and Windows.
- Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association

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