

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** CRIME ANALYST **GRADE:** 15

**TITLE ABBREVIATION:** CRIME ANALYST **TITLE NO.:** 561980

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** EMERGENCY SERVICES/DISTRICT ATTORNEY'S OFFICE

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for gathering and reviewing crime incident data, arrest reports, and 911 calls for the purpose of identifying crime trends through statistical and spatial analysis. The work involves analyzing, categorizing, tabulating and mapping data on crimes and arrests, preparing presentations and special assignments. An employee in this class works under the supervision of the of the department head or other designated supervisor with considerable leeway to exercise independent analytical judgment on finding and recommendations. This work often involves a responsibility to improve the quantity and quality of available data. The work may involve handling confidential or sensitive information. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Collects, analyzes, correlates, and evaluates data from crime, intelligence and arrest reports, other documents, and law enforcement databases looking for crime patterns and trends;
2. Prepares and presents statistical crime reports and maps identifying countywide trends to assist the County's police departments, District Attorney's Office, Probation Department, and other law enforcement agencies in collectively crafting strategies to reduce crime;
3. Identifies emerging or existing crime problems and patterns using statistical calculations, graphing and mapping methods;
4. Reviews, analyzes and categorizes crime and arrest data in preparing statistical reports on crimes and arrests occurring by geographical region, or time and date of offense;
5. Analyzes the linkages and similarities between crimes, offenders, suspects and victims based upon statistical research and findings to determine and report on trends and patterns that will assist departmental managers in formulating effective crime reduction policies;
6. Prepares crime related and other maps utilizing Geographic Information Systems (GIS);

7. Coordinates the gathering and sharing of data with other law enforcement agencies and other segments of the criminal justice community;
8. Inputs and maintains crime and arrest data and other pertinent information in computerized records;
9. Conducts research, analysis, and prepares a variety of studies and reports as requested on topics of interest to law enforcement agencies to assist them in decision-making;
10. Attends and participates in intra/interagency meetings and conferences as assigned;
11. May testify at court proceedings; aids in the preparation of court exhibits;
12. Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
13. Performs other incidental tasks, as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the criminal justice system and criminal behavior; good knowledge of the principles, methods and techniques used in data collection and crime analysis; good knowledge of basic research methods and procedures used in statistical analysis; knowledge of administrative reporting and control procedures and techniques; ability to interpret crime statistics; ability to collect, analyze and evaluate data in both qualitative and quantitative techniques; ability to use GIS mapping software and prepare accurate base maps, including geocoding; ability to use spatial analysis techniques to produce thematic overlays, including graduated symbol crime and offender maps; ability to conduct demographic analysis; ability to understand, interpret, and analyze complex and detailed written material, including arrest reports; ability to develop and maintain effective working relationships; ability to organize material and prepare effective narrative reports and correspondence; ability to present data, reports and comments clearly and concisely both orally and in writing; ability to plan individual workload and meet established deadlines; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; accuracy; tact; courtesy; resourcefulness; initiative; integrity; good judgment; discretion; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Master's Degree in Criminal Justice, Criminology, Public Administration, Statistics, Mathematics, or a related field and six (6) months of experience in research, data collection, and analytical report preparation; OR
- B) Bachelor's degree or higher in Criminal Justice, Criminology, Public Administration, Statistics, Mathematics, or a related field and one(1) year experience in research, data collection, and analytical report preparation; OR
- C) Associate's Degree or higher in Criminal Justice or a related field and three (3) years of experience in research, data collection, and analytical report preparation; or
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**NOTES:**

- Twenty-Four credit hours of coursework in Geographic Information Systems and Spatial Analysis, or Research Methods and Statistical Analysis or Information Technology coursework can be substituted for one (1) year of the required experience.
- The equivalent amount of voluntary and part-time experience, including paid or unpaid internships in research, data collection and report preparation, can be substituted for up to one (1) year of the required experience.
- Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.