



CRIME ANALYST

JC: 000183
PG: 068
FLSA: Non-Exempt

BU: 21 (BPOA)
Created: May 2018

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

DEFINITION

Under general supervision, performs a variety of technical research and statistical analysis of criminal justice information and activities in support of the BART Police Department; gathers and analyzes crime data for crime pattern detection; prepares reports on crime data and trends for police personnel; makes presentations to police personnel, outside agencies and members of the community; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a civilian classification in the Police Department. This is a full journey level classification in which incumbents perform the full range of duties of the classification. Employees in this classification receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Incumbents in this classification are non-sworn and specialize in analyzing criminal justice information and activities, and converting raw data into valid criminal intelligence information in support of the BART Police Department. This classification is distinguished from the Administrative Analyst in the latter's analysis in support of operational, personnel or financial activities and functions, and the former's analysis of crime data.

REPORTS TO

This position reports to a Police Lieutenant, Police Sergeant and/or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Selects input data and appropriate software for retrieval of data, develops and maintains large computerized databases, and maintains special files by pre-coding and performing audits.
2. Creates macros and editing programs used in searching, retrieving, and formatting data.
3. Maintains information on sex offenders and registrants, narcotic and arson offenders, parolees and individuals on probation.
4. Maintains liaison with parole, probation, the Department of Justice, and other police agencies at the local, state, and federal levels.

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5. Researches, gathers, compiles, and prepares a variety of data from criminal offense reports, arrest reports, and intelligence information.
6. Assists in collecting and preparing crime data for the departmental reports.
7. Researches and reports statistical crime data using software to produce a variety of reports.
8. Monitors crimes, identifies trends of criminal activity, and flags hot spots.
9. Assists with the design, and revision of forms, and preparation of maps, charts, graphs, scatter grams and matrices.
10. Prepares daily, weekly, and monthly crime bulletins for dissemination to operational units within the police department.
11. May meet with citizen groups and organizations to improve community relations and crime prevention awareness.
12. Gathers intelligence information for the BART Police Department.
13. Contacts and consults with various agencies for the purpose of obtaining intelligence information or gaining referrals to fulfill requests.
14. Coordinates intelligence information on various organized crime groups with local, state, and federal law enforcement agencies.
15. Responds to requests for analysis of specific general crime activity for administrative, investigative, and patrol tactical level use.
16. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Informational needs and objectives of police officers and other users of statistical crime data.
- Knowledge of the organizational concepts of police departments, law enforcement, and the criminal justice system.
- Variety of automated law enforcement systems and software used to compile and analyze data and prepare reports.
- Database administration and design.
- Basic administrative research, analysis, and statistical methods.
- Methods of report writing.
- Basic English grammar, spelling, vocabulary, punctuation, and sentence construction.

Skill in:

- Memorizing codes, names, locations and other detailed information; obtaining information from individuals in emergency situations.

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- Understanding and following oral and written directions.
- Memorize, retain and accurately recall information.
- Using an on-line computer to access a variety of information.
- Working under periods of stress and dealing with multiple activities simultaneously.
- Interpret, research, analyze and distribute information from charts, graphs, maps, tables, etc. in an effective manner.
- Performing routine clerical duties.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's Degree from an accredited college or university with major coursework and experience in public or business administration, criminology, police science or closely related field.

Experience:

Two (2) years of experience involving data analysis and evaluation for the implementation of programs in the criminal behavioral or social science fields or related experience.

Other Requirements:

Must be able to successfully pass a detailed background investigation prior to appointment.

Must be able to work various shifts, weekends, holidays, and overtime.

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to heat, cold and inclement weather conditions.

Physical Conditions:

Requires maintaining good physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 7700 – Police Civilians
Census Code: 3850 – Police Officers
Safety Sensitive: No