



WASHTENAW COUNTY, MICHIGAN

HELP IMPROVE THIS SITE

# Crime Analyst

**STATUS:** Regular, Full Time  
**SALARY RANGE:** \$40,132 - \$57,552  
**GRADE:** 28  
**DEPARTMENT:** Sheriff  
**LOCATION:** 2201 Hogback Rd.  
**UNION AFFILIATION:** Sheriff Non-Union Employee Group 25

## JOB SUMMARY

Under administrative direction applies the analytical intelligence process (collection, evaluation, analysis, report and dissemination) to provide detailed, proactive research and analysis of data and intelligence information to detect criminal organizations, activity and participants in support of intelligence driven policing and public safety hazard planning and response. This position analyzes data from all sources to create criminal activity and intelligence products; makes accompanying recommendations to improve the efficiency, effectiveness and quality of police activity and response; and, acts as a liaison as may be required to other public safety, health or related organizations. Performs related work as assigned.

## EXAMPLES OF DUTIES

- Identifies and collects information essential to predicting criminal or public safety trends, patterns or problem areas requiring planning or action.
- Analyzes information and data from a variety of standard and electronic sources. Researches priority areas as assigned.
- Determines patterns of criminal activity and identifies links between criminal and crime groups.
- Prepares criminal intelligence reports and information charts that convey complex theories relating to priority areas of criminal or other public safety hazard concern.
- Communicates and disseminates intelligence, criminal activity and other related information to necessary recipients as required; provides follow-up to assist in evaluating information accuracy and response effectiveness.
- Acts as criminal intelligence liaison, resource and support to executive and operations management providing timely advice and actionable information and intelligence in support of efficient, effective and immediate response to criminal or other public safety threats.
- Collaborates in the development, implementation and evaluation of crime response and reduction strategies, goals and objectives. Measures progress against plans.

- Provides or makes recommendations regarding related training and professional development as may be required or directed.
- Develops, implements and revises crime and intelligence analysis related policy and procedure in alignment with professional standards and best and promising practices.
- Develops, implements and monitors crime analysis and response metrics in alignment with professional standards and best and promising practices.
- Develops and implements strategies for criminal and intelligence analysis process improvement.
- Develops and maintains system(s) for tracking, monitoring and evaluating various criminal information and intelligence related activity.
- Maintains all types of confidential criminal information and intelligence records.
- May supervise or coordinate the activity of students or interns.
- Uses standard office equipment and computers as well as specialized technologies in the course of the work.
- Performs all other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

## **EMPLOYMENT QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles and practices of the criminal intelligence and analysis process including but not limited to collection, evaluation, analysis, reporting and dissemination of information.
- Classifications of criminal intelligence based data and information.
- Predictive and other analytical techniques including but not limited to statistics, data exploration, game theory clustering, association rule and sequential pattern discovery, regression, deviation detection and link analysis.
- Program, policy and process development, implementation evaluation and improvement.
- Report preparation and presentation techniques for complex theories and information.
- Financial statistical analysis techniques.

- Information and presentation techniques.
- Applicable federal, state and local laws, regulations and issues.
- Office administrative principles and practices, including the operation of standard office equipment.
- Computer applications related to the work.

**Skill in:**

- Collecting, evaluating, analyzing, reporting and dissemination of criminal intelligence information.
- Critical thinking including but not limited to planning, organizing, implementing and evaluating multiple sets of complex information, project functions and activities.
- Planning, directing and reviewing the work of others and training others in procedural and work process activity and improvement.
- Interpreting, applying and explaining complex laws, policies and procedures and regulations.
- Analyzing complex problems, evaluating alternatives and implementing sound recommendations.
- Managing the collection, organization, analysis, evaluation and dissemination of varied information and data and recommending or applying its use and application in operations and work process improvement.
- Performing basic financial analysis.
- Using sound, independent judgment within established policy and procedural guidelines.
- Effective interpersonal communication.
- Preparing clear, concise and effective written materials.
- Maintaining accurate records and files.
- Planning and conducting efficient and effective meetings.
- Establishing and maintaining effective relationships with individuals of diverse socioeconomic and ethnic backgrounds.
- Working cooperatively and effectively within a team and the larger organizational setting.

## **LICENSES, CERTIFICATIONS AND CLEARANCE**

- Must be able to pass a comprehensive background investigation sufficient to receive requisite federal, state and local government clearances.
- Must possess a valid driver's license and be able to work at any designated work site.

## **PHYSICAL DEMANDS**

- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.
- Duties may require employee to exert 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force constantly to move objects.
- Must be able to bend, reach and lift up to twenty-five (25) pounds.
- Must be willing to work varied hours, extended shifts and be on-call.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

## **EDUCATION**

- Possess a Bachelor's degree with major coursework in criminal or intelligence analysis, criminal justice or a related field.
- Additional or advanced degree(s), certificates or coursework is also desirable.

## **EXPERIENCE**

- Some experience in performing professional level criminal intelligence analysis work in a centralized setting is preferred, but any level and/or combination of experience will be considered in concert with education and training.

This job class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to increase specific job-related competencies, knowledge, skills or licensing and certifications for successful job performance.



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