



Crime Analyst I

Salary Group: B15

Class Code: 6160

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CRIME ANALYST I	6160	B15	\$32,976 - \$52,045
CRIME ANALYST II	6162	B17	\$36,976 - \$58,399

GENERAL DESCRIPTION

Performs highly complex (senior-level) crime analysis work. Work involves the collection, processing, and dissemination of data and information to and from local, state, federal, and international jurisdictions to support and enhance the investigation and prosecution of individuals and groups engaged in criminal activities. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts and prepares assessments of criminal activity, threats, and vulnerabilities.

Researches and analyzes relevant publications and other source materials, summarizes data collected, and disseminates pertinent documents to aid investigators in criminal cases.

Analyzes and reviews intelligence information on organized crime and reports information to appropriate individuals or groups.

Provides intelligence information and serves as a liaison with appropriate public safety divisions and local, state, federal, and international jurisdictions for the prevention and suppression of crime.

Compiles data; conducts analysis; prepares correspondence; and reports on crime developments, criminal activity, or other information pertaining to identified subjects.

Enters data, reports, or records of criminal intelligence information into a database for use and reference by analysts and investigators in support of investigations.

Attends meetings, trainings, and workshops related to criminal activities, intelligence gathering, or other topics to assist law enforcement personnel in evaluating and sharing related pertinent information.

Compiles information to be used in bulletins, articles, and publications for the benefit of the law enforcement community.

Operates teletype and/or computer terminals to access databases and various agencies' files (e.g., National Crime Information Center (NCIC) or Texas Crime Information Center (TCIC)) to identify subjects for law enforcement agencies.

Assists in the design, testing, and/or maintenance of operational databases, analytical software, hardware, and peripheral equipment.

May participate in multi-agency task force investigations to provide assistance by contributing information and analysis.

May provide instruction and training for the agency's academy and at other schools and may deliver training or conduct presentations regarding criminal activities and program responsibilities.

May monitor and evaluate legislative bills and proposals.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in crime analysis or criminal justice work. Graduation from an accredited four-year college or university with major coursework in criminal justice, homeland security, intelligence, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and techniques of crime analysis; and of the agency's policies, rules, regulations, and procedures.

Skill in the operation of statistical analysis and forecasting tools, and in the use of a computer and applicable software.

Ability to conduct analysis, to interpret results, to communicate effectively, and to provide guidance to others.