Criminal Intelligence Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CRIMINAL INTELLIGENCE ANALYST I	6170	B21	$54,278 - $87,046
CRIMINAL INTELLIGENCE ANALYST II	6172	B23	$61,184 - $99,658
CRIMINAL INTELLIGENCE ANALYST III	6174	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs criminal intelligence research and analysis work involving complex data analysis, report writing, and identification of patterns of criminal activity.

EXAMPLES OF WORK PERFORMED

Conducts complex research and strategic crime analysis to identify and evaluate patterns and trends using probability studies and statistical analyses, develops and tests hypotheses, develops victim and suspect profiles, and forecasts criminal activity.

Produces and analyzes intelligence reports on criminal activity, threats, and vulnerabilities.

Processes intelligence information using a variety of analytical tools and integrates data to produce studies, special reports, correspondence, briefings, papers, threat assessments, threat warnings, link analysis, and forecasts.

Researches, analyzes, evaluates, and correlates criminal intelligence information to determine source reliability, accuracy, and integrity; develops investigative leads and links; and distinguishes patterns and trends.

Organizes and maintains sensitive, nonsensitive, and open source case data and files into a logical, concise, and understandable order for retrieval if further analysis is needed.

Collects and compiles criminal intelligence information and statistics to generate intelligence data for support in investigations through personal contact; reading; and documentation of various intelligence, analytical, and administrative information.

Creates, prepares, reviews, and presents detailed reports, intelligence documents, presentations, and briefings on criminal intelligence analysis to disseminate to agency personnel, prosecutors, and other law enforcement agencies.

Assesses intelligence requirements and needs to recommend, plan, and prioritize data collection plans, potential targets, or case strategies.

Serves as a liaison with internal and external groups and individuals to provide analytical assistance, collect and disseminate intelligence data, and share resources.

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

Uses teletype and/or computer terminals to access driver's licenses, criminal records, files from various agencies, the National Crime Information Center/Texas Crime Information Center (NCIC/TCIC), and vehicle registration databases to identify subjects for law enforcement agencies.

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

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

***Note**: Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

CRIMINAL INTELLIGENCE ANALYST I: Performs complex (journey-level) criminal intelligence research and analysis work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

***Note**: Any senior-level employee (levels II-III) can serve as a team lead or supervisor; however, supervisory responsibilities within this job classification series will normally be found at the level III. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.*

CRIMINAL INTELLIGENCE ANALYST II: Performs highly complex (senior-level) criminal intelligence research and analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate complex research and strategic crime analysis used to identify and evaluate patterns and trends using probability studies and complex statistical analyses, develop and test hypotheses, develop victim and suspect profiles, and forecast criminal activity.
- Coordinate major case investigations to ensure accountability, quality control, and timely completion of projects and cases.
- Evaluate and analyze intelligence reports on criminal activity, threats, and vulnerabilities.
- Participate in multi-agency task force investigations, work groups, or committees to provide assistance by contributing intelligence analysis and concepts.

CRIMINAL INTELLIGENCE ANALYST III: Performs highly advanced (senior-level) criminal intelligence research and analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex criminal intelligence research and analysis work and may:

- Oversee and/or conduct complex research and strategic crime analysis used to identify and evaluate patterns and trends and evaluate criminal activity forecasts and victim and suspect profiles.
- Oversee major case investigations; evaluate analytical procedures; and ensure accountability, quality control, and timely completion of projects and cases.
- Oversee and/or produce and review intelligence studies, reports, messages, briefings, papers, threat assessments, threat warnings, link analysis, and forecasts for the State of Texas and the U.S. Department of Homeland Security.
- Prepare, monitor, and evaluate intelligence reports on criminal activity, threats, and vulnerabilities.
- Prepare strategic action plans and assist operations and management personnel in planning the deployment of resources for the prevention and suppression of criminal activity.
- Develop and maintain analytical procedures to ensure the reliability of intelligence operations.
- Allocate resources to identify and accomplish specific intelligence tasks.
- Attend regional meetings of crime analysis professionals to share information on crime patterns, new methodologies, and developing tools.
- Represent the agency in presenting criminal intelligence information to agencies, organizations, local municipalities, and other state and federal government entities.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency’s business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of intelligence gathering; intelligence and crime analysis processes, methodologies, and principles; statistical analysis and probability modeling; human behavior and group dynamics; law enforcement operations, procedures, and regulations; and report writing and presentation.

- Skill in the use of a computer and applicable software.

- Ability to provide clear and concise written intelligence reports; to use charts, graphs, and geospatial mapping to provide information on crime series, patterns, and trends; to analyze suspect and victim profiles; to conduct tactical crime analyses; to prepare tactical action plans; to set priorities, goals, and deadlines; and to communicate effectively.

Additional for Criminal Intelligence Analyst II and III levels

- Ability to supervise the work of others.