Crime Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CRIME ANALYST I	6160	B15	$38,976 - $58,045
CRIME ANALYST II	6162	B17	$42,976 - $64,469
CRIME ANALYST III	6163	B19	$48,244 - $76,028

GENERAL DESCRIPTION

Performs crime analysis work involving 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.

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, gambling, and related criminal activities 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.

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

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, analyzing techniques, or other topics to assist law enforcement personnel in evaluating and sharing related pertinent information.

Uses teletype and/or computer terminals to access driver’s licenses, criminal records, files from various agencies, National Crime Information Center/Texas Crime Information Center

(NCIC/TCIC) records, 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.*

CRIME ANALYST I: Performs complex (journey-level) crime analysis work. Works under general supervision, with moderate 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 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.*

CRIME ANALYST II: Performs advanced (senior-level) crime analysis. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate and review assessments of criminal activity, threats, and vulnerabilities.
- Coordinate the exchange of intelligence information and serve as a liaison with appropriate public safety divisions and local, state, federal, and international jurisdictions for the prevention and suppression of crime.
- Provide instruction and training for the agency's academy and/or other schools and may deliver training or conduct presentations regarding criminal activities and program responsibilities.
- Evaluate and monitor legislative bills and proposals.
- Participate in multi-agency task force investigations, work groups, or committees to provide assistance by contributing intelligence analysis and concepts.

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

- Coordinate major case investigations to ensure the accountability, quality control, and timely completion of projects and cases.
- Research, analyze, and review relevant publications and other source materials; evaluate data collected; and disseminate pertinent documents to aid investigators in criminal cases.
- Process, analyze, and review intelligence information on organized crime, gambling, and related criminal activities and report information to appropriate individuals or groups.
- Compile data; conduct and review analyses; and prepare and review correspondence and reports on crime developments, criminal activity, or other information pertaining to identified subjects.
- Compile and review information to be used in bulletins, articles, and publications for the benefit of the law enforcement community.
- Develop and maintain analytical procedures that ensure reliable intelligence operations.
- Perform resource allocation to identify and accomplish specific tasks.

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 the principles and techniques of crime analysis, and the agency's policies, rules, regulations, and procedures.
- Skill in the operation of statistical analysis and forecasting tools, and the use of a computer and applicable software.
- Ability to conduct analysis, to interpret results, and to communicate effectively.

Additional for Crime Analyst II level

- The ability to serve as a lead worker providing direction to others.

Additional for Crime Analyst III level

- The ability to oversee and/or supervise the work of others.