



Crime Analyst II

Salary Group: B17
Class Code: 6162

<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 advanced (senior-level) crime analysis work. Work involves coordinating 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 serve as a lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and reviews assessments of criminal activity, threats, and vulnerabilities.

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

Coordinates the exchange of 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.

Analyzes and reviews intelligence information on criminal activities and report information to appropriate individuals or groups.

Compiles data; conducts analysis; and 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.

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

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.

Provides 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.

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.

Evaluates and monitors legislative bills and proposals.

Assists in the coordination of major case investigations to ensure accountability, quality control, and timely completion of projects and cases.

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, work groups, or committees to provide assistance by contributing intelligence analysis and concepts.

May service as a lead worker providing direction to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in crime analyst or criminal justice work. Graduation from an accredited four-year college or university with major coursework in criminal justice, homeland security, intelligence, or 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 serve as a lead worker providing direction to others.