

Position Announcement

San Diego Law Enforcement Coordination Center (SD-LECC)

Intelligence Analyst I

(All positions are dependent on year-to-year federal grant funding)

Compensation:

Full time position at \$21.15 hourly pay, plus benefits. This pay represents the start of the pay range for this classification.

Location:

San Diego, California

This announcement will remain open until positions are filled.

SUMMARY

- This position announcement is for the Intelligence Analyst I position at the San Diego Law Enforcement Coordination Center (SD-LECC) in San Diego, CA. Intelligence Analyst I positions are typically hired for positions in the SD-LECC Watch Center; however, they may be assigned to other areas of responsibility. The SD-LECC serves as the region's Intelligence Fusion Center, HIDTA Investigative Support Center, and RISSafe Watch Center and provides tactical and strategic intelligence services, products, and support to local, state, and federal law enforcement agencies in their operational and investigative efforts against all crimes, especially those associated with gangs, drug trafficking, and terrorism along California's border with Mexico.
- Job Description: Compile, analyze, evaluate, correlate, and disseminate criminal intelligence and case/event deconfliction information to local, state, and federal law enforcement agencies; disseminate summaries of analytical results; work in fast-paced, sometimes stressful conditions that promote officer safety and deconfliction; answer large volume of telephone calls from law enforcement officers; enter large volumes of data into law enforcement databases.
- This is an at-will position and dependent upon year-to-year federal grant funding.
- An eligibility list will be created from this process that could be used for up to one year to fill future Intelligence Analyst I vacancies at the SD-LECC.

The applicant must pass a law enforcement background investigation and qualify for a federal security clearance.

DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED):

- Provides efficient and accurate case and event deconfliction to all levels of law enforcement.
- Analyzes criminal intelligence data and information received from a variety of sources.
- Correlates new information with existing information to fill in information gaps and generate new investigative leads in a timely manner.
- Provides analytical summaries based on information collected and analyzed.
- Assists in dissemination of information to law enforcement agencies both verbally and in writing.
- Interacts with law enforcement officers, and other authorized individuals to provide information, exchange data, and assist in coordinating investigations.

- Assists in oral presentations and briefings to agents, officers, and supervisors regarding findings, case progress, and research results, as well as other presentations on findings, products, or techniques.
- Responds to various short-term analytical requests, such as providing driver's license photos, criminal histories, and providing subject backgrounds.
- Maintains written logs and summaries of all analytical support provided.
- Attends intelligence briefings, meetings, seminars, and conferences.
- Attends training sessions on the use of a variety of analytical tools and to enhance knowledge in particular subject areas.
- Ensures all work is conducted in a manner that protects citizen's privacy, civil rights, and civil liberties.

QUALIFICATIONS

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; or 30 units from an accredited college or university plus one year of experience performing analysis work; or two years of college coursework (60 units) and one year of experience working in an office setting; or equivalent combination of education and experience.

Certificates and Licenses:

- Valid California driver's license, or the ability to obtain one prior to employment.
- U.S. citizenship.
- Ability to obtain and maintain federal secret security clearance.

Knowledge:

- Principles, practices, and techniques of analysis.
- Types of crimes and modus operandi used.
- Effective methods to present statistical information to a variety of users.
- Methods and techniques used in researching, compiling, sorting, evaluating, and analyzing statistical and factual criminal and offender information.

Abilities:

- Analyze a variety of information to recognize trends and patterns.
- Collect, synthesize, analyze, and evaluate a large volume of information.
- Create and utilize manual or automated files to be used for facilitating and/or performing analytical functions.
- Draw conclusions and develop critical thinking skills, as applicable to meeting analytical tasks.
- Organize facts, numbers, reports, and prioritize work.
- Meet schedules and time lines.
- Read and interpret maps and other geographical information.
- Present conclusions in a clear and concise manner.
- Work with personal computers and complex databases.
- Data entry into a variety of law enforcement databases.
- Ability to understand and follow complex oral and written directions.
- Establish and maintain effective working relationships.
- Customer service.
- Adequate typing skills.
- Proficiency in Word, Excel, and Outlook.
- Excellent written and verbal communication skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Job requires large amounts of typing, data entry, and answering telephones.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

The employee may be assigned to any one of three shifts: 0600 – 1430, 1000 – 1830, or 1330 to 2200, with the possibility of a 10 hour, 4 day workweek depending on the needs of the SD-LECC.

HOW TO APPLY

Submit your resume by U.S. mail, fax, or e-mail as indicated below. The resume must specify experience and/or education that support qualifications for this position.

Submit resumes:

Via U.S. mail to:

SD-LECC
Attn: Human Resources
SD-LECC Job Posting 1
4560 Viewridge Avenue
San Diego, CA 92123

Via FAX to:

(858) 503-5634
Attn: SD-LECC Human Resources
Re: Job Posting 1

Via e-mail to:

JobPostings1@sd-lecc.org
Subject: SD-LECC CADFY IA

SELECTION PROCESS

- Review of resumes.
- The most qualified candidates will be invited to participate in interviews. The SD-LECC will not reimburse any travel-related or other expense for those selected for an interview; or any travel/moving or other expense of the selected candidate.
- Law enforcement background investigations will be conducted on the top candidates.
- A hiring list may be developed for future vacancies. Additional interviews may be scheduled as positions become available.

FOR ADDITIONAL INFORMATION

e-mail: JobPostings1@sd-lecc.org