



CITY OF WHITTIER
Human Resources Division
13230 Penn Street
Whittier, CA 90602

<http://agency.governmentjobs.com/whittier>

**INVITES APPLICATIONS FOR THE POSITION OF:
Crime Analyst (9-18)**

An Equal Opportunity Employer

SALARY

\$4,500.00 - \$5,742.00 Monthly

OPENING DATE: 09/05/18

CLOSING DATE: 10/05/18

THE POSITION

Under general supervision, performs professional level crime analysis to support the City's Police department, including identifying crime patterns and series, forecasting future crime occurrences, providing suspect leads, generating data to support long-term police department planning, budget development and implementation; and mapping crime occurrences; performs tactical crime analysis and comprehensive research projects and surveys; makes recommendations for action and assists in policy and procedure; performs other related duties as required.

EXAMPLES OF DUTIES

(Listed below are some of the basic duties for this position. For a complete listing of Essential Functions, review the class specification.)

Performs professional level crime analysis to support the City's police department, including identifying crime patterns and series, forecasting future crime occurrences, providing suspect leads, generating data to support long-term police department planning, and maps crime occurrences; performs tactical crime analysis and comprehensive research projects and surveys; makes recommendations for action and assists in policy, procedure and budget development, and implementation; performs related work as assigned.

Researches, gathers, compiles, analyzes, and prepares a variety of data from police reports, arrests, and intelligence information; determines analytical techniques and information gathering processes and obtains required data and information for analysis; responds to requests to research computerized data to locate suspect descriptions, crime elements, and similar suspect vehicles; matches stolen property with recovered property from arrests and search warrants.

Identifies crime patterns; develops suspect information for investigation follow-up; distributes information on crime series and suspects to patrol and investigative staff; conducts criminal history searches on crime suspects; reviews crime and arrest reports; develops a matrix to determine correlation between cases and crimes.

Compiles statistical data for crime analysis section to prepare monthly and quarterly reports; implements quality control procedures for the Police Department's records database; prepares detailed reports; maintains records of crime analysis data and reports.

Physical, Mental and Environmental Working Conditions: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a

computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

The City of Whittier encourages applications from qualified Individuals with disabilities as defined by the Americans with Disabilities Act and California Fair Employment and Housing Act. Individuals who require accommodation in the application or testing process should contact the Human Resources staff at least 5 days prior to the application deadline or 5 days prior to the testing process so that a reasonable accommodation may be made. Persons requesting a reasonable accommodation will be required to provide documentation of such need. Seeking or receiving an accommodation by the City will have no negative impact on an applicant's or employee's application or employment.

TYPICAL QUALIFICATIONS

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Crime Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma, and two years of crime analysis experience equivalent to that of a Crime Analyst Assistant with the City of Whittier.

License/Certificate: Possession of, or ability to obtain, a valid class C California driver's license.

Knowledge of: Principles, methods, and techniques used to research, organize and present law enforcement, crime, and offender data; principles, practices and methods of administrative and statistical analysis; business computer applications particularly related to statistical analysis and data management; statistical and comparative analysis techniques and formulae; law enforcement functions and processes; methods and techniques of lead direction, training, and motivation; modern office administrative practices and procedures; automated law enforcement information systems and procedures; applicable federal, state, and local laws, codes, and regulations; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and occupational hazards and standard safety practices.

Ability to: Lead, oversee, and perform complex crime analysis work; collect, compile and analyze information and data; evaluate alternatives and reach sound conclusions; prepare accurate statistical and narrative reports of study findings and make effective presentations; use crime analysis computer software and programs; retrieve data from electronic data systems; research, compile, and organize data for presentations; prepare charts, graphs, and maps; understand and follow instructions; perform a variety of work with speed and accuracy; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; create, organize, and maintain records; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; receive the public in person or over the phone; and establish and maintain effective working relationships.

Skill to: Operate an office computer and a variety of word processing and software applications; operate specialized automated law enforcement information systems.

SUPPLEMENTAL INFORMATION

Medical: Applicants will be required as a prerequisite to employment to successfully pass a physical examination, including a drug screen, the cost of which will be paid by the City.

Selection/Exam Process: This is NOT a trainee position. The person selected will be expected to perform all the functions of the position. Based on a review of the applications and the

supplemental applications received, the candidates appearing to be the most qualified and meeting the City's particular needs will be invited in writing to the exam process. A candidate must achieve a passing score on each exam to proceed to the next exam. Exam Information: (Dates to be determined.)

Performance/Interview: 100%

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/whittier>
OR
13230 Penn Street,
Whittier, CA 90602

EXAM #2018-0042
CRIME ANALYST (9-18)
YM

Crime Analyst (9-18) Supplemental Questionnaire

- * 1. Do you have 2 years of full-time, paid crime analysis experience (NOT crime scene investigation) with a law enforcement agency?
 Yes No

- 2. If you responded yes to Question #1, please list the agency and the years of experience.

- * 3. Describe the difference between a crime pattern and a crime series.

- * 4. What are the three pieces of information that you would look for when scanning a residential burglary report to determine if it is a part of a crime series?

- * 5. Have you had experience mapping crime occurrences?
 Yes No

- 6. If you responded yes to Question #5, please describe how you would do this.

- * 7. Describe your proficiency in using spreadsheet, presentation and word processing software.

- * 8. Have you worked with crimeview/Command Central?
 Yes No

- 9. If you responded yes to Question #8, please list years of experience.

- * 10. Have you worked with Microsoft Excel?

Yes No

11. If you responded yes to Question #10, please list years of experience.

* 12. Have you worked with Esri ArcGIS?

Yes No

13. If you answered yes to Question #12, please list years of experience.

* Required Question