



CITY OF URBANA
Human Resources Division

MEMORANDUM

To: Todd Rent, Chief Examiner and the Civil Service Commission

From: Human Resources staff

Re: Establishing a new classification for Intelligence Analyst

Date: March 23, 2016

REQUESTED ACTION

Staff requests the Civil Service Commission establish a new classification for Intelligence Analyst. This position would be placed in the Services Division and report to the Services Division Lieutenant.

BACKGROUND

- 1) The proposed position would replace the previous title of “Part-Time Staff Assistant”, which as a regular, 75% (non-Civil Service) position.
- 2) The position became vacant on Dec. 1, 2015 when the incumbent retired.

The previous position required no specialized knowledge relating to statistics, analytics, or information systems; the minimum qualifications required a high school diploma/GED and undefined, unquantified “experience with law enforcement-related positions.” The position’s duties of collecting data, administering surveys, providing statistics, and creating reports were in addition to other responsibilities which included monitoring the Public Works and Police radio frequencies and responding in ten-codes, logging service requests for Public Works, processing applications for taxi licenses and providing customer assistance at the window.

In reviewing this job description, the Police Department Command Staff determined that the ability to provide sophisticated data analyses, mapping, projections and reports would significantly enhance the Department’s efficiency and efficacy in providing intelligence-led programs, initiatives and communication. Specifically, the International Association of Crime Analysts suggest that a professional analyst can benefit a law enforcement department in the following ways¹:

- 1) Finding series, patterns, trends, and hot spots as they happen;
- 2) Researching and analyzing long-term problems;
- 3) Providing information on demand;

¹ “What Crime Analysts Do” (n.d.). Retrieved March 21, 2016, from http://www.iaca.net/dc_analyst_role.asp
International Association of Crime Analysts.

- 4) Developing and linking local intelligence; and
- 5) Enhancing the Department's communication abilities.

POSITION IMPACT

Due to the highly specialized knowledge and experience required to perform this position effectively, staff does not believe these duties could be absorbed into a current employee's daily tasks. Employees in the division are already responsible for a high volume of tasks which typically require immediate responses, allowing for very little flexibility to complete other assignments. Additionally, the existing positions do not require specialized knowledge of math, statistics, quantitative analysis, and/or information systems. The timely demands of the existing positions, coupled with the consequences of incorrect analyses, present significant liability and risk to the department and organization as a whole, in terms of reputation, community trust, and life safety.

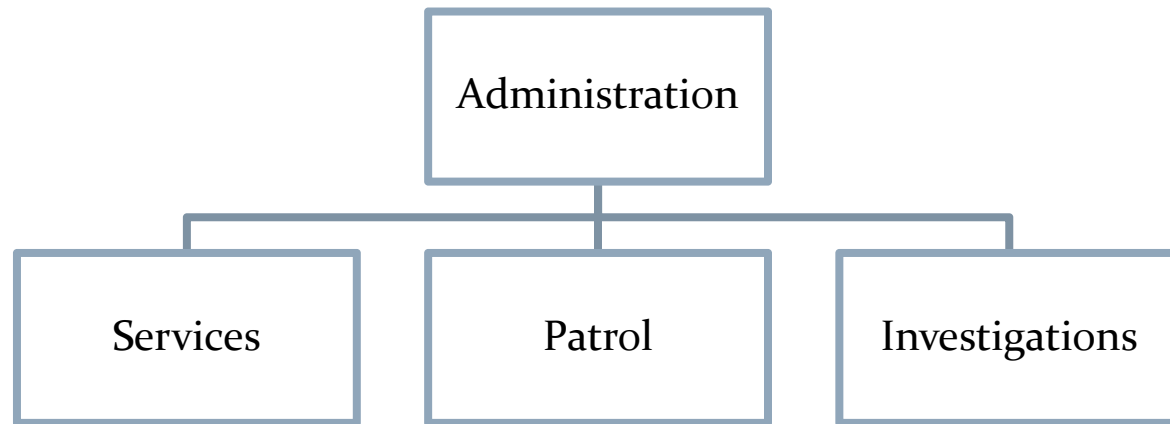
Additionally, staff considers creation of this position to be consistent with Urbana City Council Goal 8: *Effective City Government*, Objective 1: "The city must have modern facilities to work in; should encourage interdepartmental cooperation; promote public participation, and should continuously evaluate the efficiency and function of its departments, boards and commissions."

For these reasons, staff recommends the adoption of the Intelligence Analyst classification.

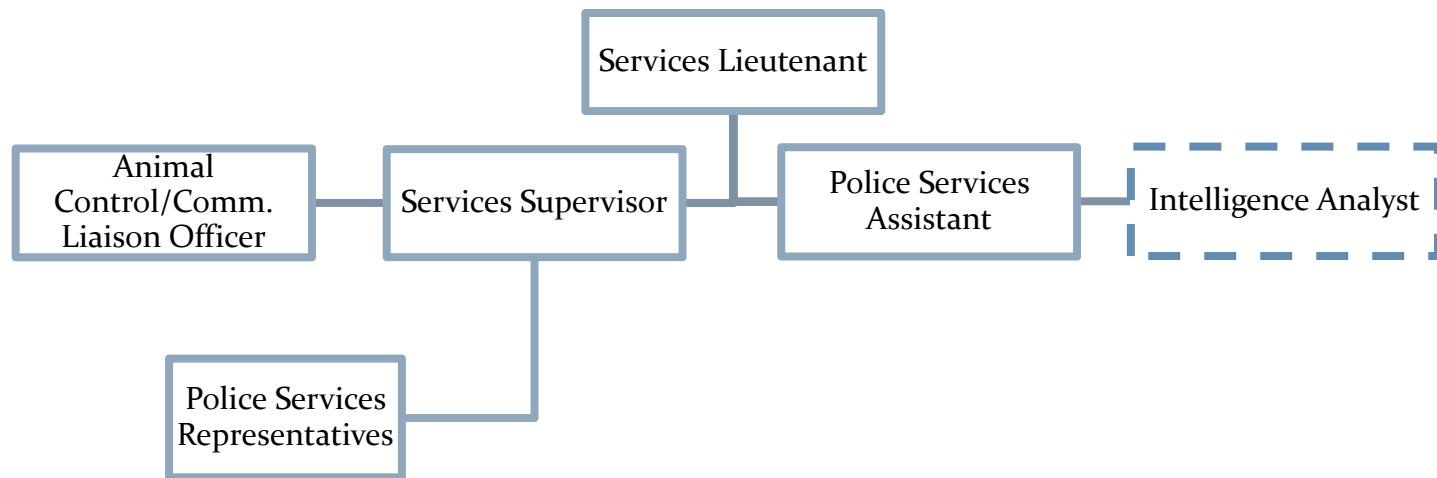
ATTACHMENTS

- Department Organizational Chart
- Services Division Organization Chart
- Proposed Job Description
- Pay Grade Comparison with Existing Classifications

Police Department Divisions



Services Division





CRIME ANALYST I/II

JOB DESCRIPTION

Department: Police	Division: Services
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Services Division Lieutenant	Union: Non-Union

JOB SUMMARY

Performs tactical, strategic, and administrative analysis using complex relational databases, highly secure law enforcement computer applications and other software to conduct statistical analysis, detect and analyze crime series/patterns, forecast crime trends, and identify suspect/crime/victim relationships in order to organize, disseminate and present findings to the appropriate unit(s) for response. Creates reports, presentations and other documents for a variety of internal and external audiences. Performs a variety of other non-sworn functions to support Division services and activities. Work requires initiative and independent judgment and is performed under general supervision.

Scope:

The role of this non-sworn, civilian position is to provide analysis and data evaluation with the goal of increasing the effectiveness of police operations and intelligent, fact-based decision making. This is accomplished by developing statistical data resources to assist in criminal investigations and identifying evolving, current and long-term crime trends and patterns. This position is also responsible for timely responding to data analysis requests and preparing a wide variety of reports including crime and patrol bulletins, research reports, department annual report, and informational reports for the community, media, and other entities.

Distinguishing Characteristics:

Crime Analyst I is the entry-level classification in this series. Incumbents perform the more routine assignments requiring the application of basic data research and analysis principles.

Crime Analyst II is the journey-level classification in this series. Incumbents perform complex technical assignments requiring professional knowledge and skills in conducting data research and analysis projects, formulating recommendations, and communicating findings effectively and are expected to exercise independent judgment working within established systems.

ESSENTIAL FUNCTIONS

1. Supports the community-oriented policing strategy as envisioned by the City Council and set forth in the Department vision and values statement; identifies opportunities for creative approaches to public safety; participates in the coordination of police department efforts to impact perceived and actual crime problems; and provides data analysis relating to community concerns and initiatives.

2. Plans, organizes, and/or conducts reviews and studies on crime, traffic, homeland security, resource allocation, budget, grant administration, geographic information, and population/demographic statistics.
3. Receives, gathers and analyzes information of a confidential nature from various sources, placing facts in proper relationships; evaluates the information; and prepares comprehensive analytical reports based on available data to evaluate and identify crime series, patterns and trends.
4. Uses all available resources, including Area-wide Records Management System (ARMS), Law Enforcement Agencies Data System (LEADS), Geographic Information Systems (GIS), and other systems and software to identify crime and document crime clusters.
5. Uses criminal intelligence analytical techniques to draw conclusions regarding patterns of crime and criminal offenders; reviews published data relative to developing trends and patterns of criminal activity and makes such information useful to law enforcement personnel.
6. Responds to ad hoc requests from the Chief of Police and Command Staff for meetings and briefings.
7. Plans and organizes data collection strategies for crime analysis.
8. Applies Geographic Information System (GIS) technology to prepare and display crime and other related data in support of investigative, management, and administrative tasks.
9. Prepares a variety of statistical, analytical, and/or narrative reports which may include statistical or non-statistical data interpretation, manpower analyses, investigative analyses, findings and recommendations; prepare spreadsheets, graphs, charts, maps, link charts, associated matrices, bulletins and other supporting documentation for inclusion in such reports.
10. Develops and administers presentations to Department members, other agencies, and the public regarding review and study findings; represents the department and responds to questions and concerns regarding partnerships between the department and citizen community involvement as well as business community involvement.
11. Review all pertinent information, investigative reports, and public information sources on criminal elements for tactical and strategic analysis.
12. Participates in major case investigations and multi-agency task force investigations by assembling, collating, coordinating, and analyzing reports and evidence as well as projecting trends.
13. Establishes and maintains cooperative partnerships with other law enforcement agencies.
14. Assists in planning and establishing priorities and implementing data collection plans and targets.
15. Participates in the development and implementation of operational and administrative programs, policies and procedures; analyze alternatives and make recommendations in various operational areas, such as bid specifications and grants; create and maintain procedure manuals.
16. Performs quality control functions pertaining to the Department, including conducting quality inspections and audits, and maintaining required documentation.
17. Receives and responds to comments and question from Department members and outside entities, relating to assigned area of responsibility; review problems and recommend corrective action; prepare summary reports as required.
18. Assists in the training of police employees about intelligence capabilities.
19. Performs frequent quality control checks of crime data base to ensure accuracy and integrity.
20. Performs other related duties as assigned.

Marginal Functions:

1. Stays abreast of new trends and innovations in the field of crime analysis.

2. Travels as needed to further the collection and analysis of data.

JOB REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Crime Analyst I:

- Education equivalent to a Bachelor's degree from an accredited college or university in Criminal Justice, Sociology, Psychology, Geographic Information Sciences, Information Systems, Statistics, or Research Methodology or a closely related field;
- Two years of experience performing research and statistical analysis.
 - A Master's degree in the above-referenced areas may be substituted for one year of experience.

Crime Analyst II:

- Education equivalent to a Bachelor's degree from an accredited college or university in Criminal Justice, Sociology, Psychology, Geographic Information Sciences, Information Systems, Statistics, or Research Methodology or a closely related field;
- Four (4) years' experience performing research and statistical analysis for a law enforcement agency
 - A Master's degree in the above-referenced areas may be substituted for one year of experience.
- LEADS certification.
- Certification as a Certified Law Enforcement Analyst through the International Association of Crime Analysts (IACA), or International Association of Law Enforcement Intelligence Analysts (IALEIA) Certification.

Knowledge of:

- General law enforcement functions and procedures, statutory crime elements research, statistical analysis design and techniques and basic computer operation.
- Knowledge of current developments in their field.
- Techniques required in graphic illustration of crime trends and other law enforcement analysis.
- Functional knowledge of analysis processes, types, functions, and assessments; laws and procedures pertaining to sensitive and confidential information.

Skills

- Principles and practices of statistical analysis and making appropriate recommendations.
- Research and analytical techniques used in the extraction and presentation of information in clear, concise and accurate reports
- Skill in responding courteously and informatively to citizen requests for services, information and problems of concern.
- Excellent writing, grammatical, and usage skills.
- Excellent interpersonal skills.
- Proficiency with Microsoft Office products, particularly Word, Access, Excel, and PowerPoint.

- Effective oral presentation skills.

Ability to

- Perform technical report writing.
- Create and distribute data and information sets in a variety of formats for print and electronic delivery, including but not limited to social media platforms, the City website, e-mail and hard copies.
- Make inferences from police intelligence to create recommendations for investigative strategies.
- Maintain effective working relationships with management, coworkers, and members of the public.
- Design and maintain record-keeping systems for information storage and retrieval in accordance with state requirements.
- Develop and maintain positive working relationships with other employees, government officials and the public.
- Learn various computer systems used by the Department to acquire crime-related information, including but not limited to ARMS and LEADS.
- Ability to review, classify, categorize, prioritize, and analyze data and reports.
- Learn of the geography of the city and accurately categorize police activity according to geo-code, beat, and zone structure.
- Show initiative, independent action, and tact under pressure.
- Maintain confidential information and comply with privacy laws and requirements.
- Multi-task.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal supervision.
- Exhibit sound and accurate judgment by supporting and explaining decisions, conclusions and predictions.
- Successfully complete a criminal background check.

Licenses, Certifications and Memberships Required

- L.E.A.D.S. certification within one year of appointment.
- Ability to obtain and retain security clearance with appropriate law enforcement information sources.

Preferred Qualifications

- Experience performing research and statistical analysis for a law enforcement agency.
- Certification as a Certified Law Enforcement Analyst through the International Association of Crime Analysts (IACA), or International Association of Law Enforcement Intelligence Analysts (IALEIA) Certification.
- Experience with GIS and/or working knowledge of ESRI products.
- Experience with and/or working knowledge of graphic design software such as Adobe InDesign, Photoshop, etc.

Supplemental Information

Work Hours

- Monday through Friday, typically 8 a.m. – 5 p.m. with one hour for lunch, but hours may vary with workload.

Working Environment: *The work environment characteristics described herein 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.*

- Primary work environment is a climate-controlled office setting.

Physical Requirements: *The physical demands described herein 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.*

- Vision sufficient to read rules, regulations, policies, procedures, computer screens, and computer printouts with no color deficiencies.
- Hearing sufficient to hear conversations in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Mobility sufficient to safely move around in an office environment, and travel to other locations to attend meetings.
- Strength sufficient to safely lift and carry routine office supplies up to 10 lbs. occasionally.
- Dexterity sufficient to safely operate office equipment including computers and laptops.
- Endurance sufficient to maintain efficiency throughout the entire shift and perform during extended hours as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class:

For HR/Finance Use

Title Code	Pay Grade 38/41
EEO Category 2 – Professionals	

Grade 38 Comparisons

Education and Experience

Position	Education	Experience
Account Clerk II	Associate's or Bachelor's degree;, depending on the area of study	3 years' experience
Benefits Coordinator II	High school diploma	5 years' directly related experience
Community Development Coordinator	Bachelor's degree	2 years' related experience
Economic Development Coordinator	Bachelor's degree; Master's degree may substitute for one year of the required experience.	2 years' related experience
Housing Inspector	High school diploma	2 years related experience. Certification required after employment starts.
Market Director/Marketing Coordinator	Associate's degree Bachelor's degree	3 years' experience 2 years' experience
Planner II	Bachelor's degree; Master's preferred	1 year if holding a bachelor's degree but may be increased.
Public Arts Coordinator	Bachelor's degree; Master's degree may substitute for one year of the required experience.	3 years of generally related experience or 2 years of specifically related experience.
Intelligence Analyst	Bachelor's degree; Master's degree may substitute for one year of the required experience.	2 years' experience

Grade 41 Comparison

Education and Experience

Position	Education	Experience
Arbor Supervisor	Associate's degree	5 years
Civil Engineer I	Bachelor's degree	Successful completion of the Fundamentals of Engineering examination and registration as an Engineering Intern
Code Enforcement Coordinator	Associate's degree Bachelor's degree	4 years' experience 3 years' experience
Engineering Tech/Prof. Land Surveyor	Associate's	6 years' experience + current license as an Illinois Professional Land Surveyor
Network Administrator	Associate's	n/a
Intelligence Analyst	Bachelor's degree	4 years' experience and industry-specific certification