

CITY OF BURBANK

CRIME ANALYST

DEFINITION

Under general supervision, to perform a variety of complex research and analytical duties; prepare and disseminate data and information related to actual and anticipated criminal activity; administer, verify, and validate computer system and databases; and perform other related work as required.

ESSENTIAL FUNCTIONS

Designs and maintains complex computer database systems; defines, implements, and maintains access controls verifying data integrity; collects, analyzes, and interprets data and statistics using quantitative and qualitative methodology; reviews, extracts, and analyzes various crime and intelligence data and compiles into a logical and understandable format using Crystal Reports, presentation software, electronic spreadsheets, and statistical applications; prepares and presents complex and detailed statistical reports; initiates and disseminates crime analysis reports, bulletins, and statistical data related to crime trends, patterns, and suspect individuals to department personnel in support of directed patrol and investigative activity; prepares or directs the preparation of charts, graphs, maps, written reports, and audio visual representations of specific crimes; studies current research methodology and assists in the development of new programs, procedures, methods, and systems; demonstrates a continuous effort to improve the department's response to crime; responds to requests for information and analytical reports.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles and practices of advanced statistical data analysis; basic organization and functions of a municipal law enforcement agency, including terminology, practices, and techniques used in criminal investigations; local, State, and Federal resources available for use in the collection, analysis, and reporting of information related to criminal activities, such as COPLINK, CLETS, and NCIC; pertinent local, State, and Federal laws, codes, ordinances, policies, rules, and regulations; crime analysis and presentation software; modern office procedures, practices, and equipment, including but not limited to computer equipment and supporting software; English usage, spelling, grammar, and punctuation.
- Skill in - Microsoft Windows programs; computer software and systems including, Computer Aided Dispatch systems; Records Management systems; geographic information and mapping systems; data base applications; and presentation software.
- Ability to – research, collect, categorize, analyze, interpret, and disseminate data and information related to actual and anticipated criminal activity; prepare complex and detailed statistical reports; work cooperatively with all levels of the department; communicate effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, the public, and outside agencies.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree, or completion of an accreditation program, with major course work in computer science, research methodology, statistics, criminal justice, or a closely related field, or equivalent training, and two years of experience in statistical data collection and analysis, computerized databases, records management systems, and computer aided dispatch in a law enforcement environment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.