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# NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*

**DATE:** May 3, 2024

**JOB VACANCY MEMORANDUM NO.** 24-11

**TITLE:** Computer Services Analyst I - PIC Analyst II

**ELEMENT OF ASSIGNMENT:** LE Resource Center (LERC)/Perpetrator Information Center (PIC)

**PAY RANGE:** 19

**STARTING MONTHLY SALARY:** \$4,496

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** May 17, 2024

**REQUIREMENTS:**

The role of the PIC Analyst II; is to provide timely and relevant intelligence to assist the Investigations Bureau. Duties also include collection, and correlation of criminal information provided by various sources; analyzing the information; determining the operational and intelligence value of the information; and disseminating data/intelligence to KCPD and partner agencies. The PIC Analyst II is distinguished from the Analyst I position by additional responsibilities to include mobile forensic certification and direct violent crime investigations support.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Compile, organize, analyze, and interpret crime and offender data and their relationships.
2. Responsible for providing timely and actionable information and intelligence regarding past, present and future crimes and crime trends.
3. Prepare and disseminate intelligence bulletins to the appropriate personnel within KCPD and the region.
4. Research and review data on investigations (criminal history, RMS reports, vehicles, driver's license, phones, etc.) and assisting in investigative requests.
5. Extract of digital evidence from mobile devices utilizing forensic software (Cellebrite).

6. Attend and testify at depositions, trials, and other court functions as required.
7. Create and maintain GIS applications, databases, and layers.
8. Assists analysts in development of crime analysis products, bulletins, mapping products, and pattern analysis.
9. Display a high degree of self-motivation, initiative, and strong interpersonal skills.
10. Maintain reliable and predictable attendance. May be required to work flexible hours and overtime when needs arise. Required to respond to the office when on-call for homicides.
11. Perform other duties as required.
12. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a bachelor's degree in Criminal Justice, Criminology, Geography, GIS, or related field and at least two years of experience working in law enforcement. Experience with Esri GIS Suite (ArcPro, ArcGIS, ArcGIS Online), IBM Analyst Notebook, and Microsoft Office Suite is required. May be required to obtain a top secret clearance

**Physical Requirements:** Incumbent will perform stationary work at a computer approximately 80% of the time; may require telephone usage approximately 30 minutes per day.

**Job Location:** (Place where work is performed.)

Position operates in a standard office environment 100% of the time.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Personal computers
- Mobile forensics hardware and software (Cellebrite)
- Large format plotting equipment

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sergeant Joe Merino** by no later than **MAY 17, 2024**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **MAY 17, 2024**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview, analyst assessment test and analytical problem/interview. Selected applicants must also submit to a TABE test, Keystroke test (80% accuracy), CVSA, MMPI, post-offer physical examination and drug screen.

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit