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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:** October 8, 2021

**JOB VACANCY MEMORANDUM NO.** 21-47

**TITLE:** Analyst I, Crime Gun Intelligence Center (CGIC)

**ELEMENT OF ASSIGNMENT:** CGIC/Assault Unit/Violent Crimes Division

**PAY RANGE:** 17

**STARTING MONTHLY SALARY:** \$3,414

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** October 22, 2021

**REQUIREMENTS:**

**\*\*\* THIS IS A GRANT FUNDED POSITION \*\*\***

The role of the CGIC Analyst I is to evaluate and analyze confirmed or unconfirmed NIBIN lead data to produce tactical and operational intelligence products in an effort to initiate and support intelligence-led investigations. The CGIC Analyst I will analyze the cases/incidents involved to exploit any other linkages between the cases/incidents. Comprehensive and timely analysis of the incidents and subjects involved in the NIBIN lead will be documented and disseminated to the appropriate case detectives for follow-up. The primary responsibilities of the CGIC Analyst I rely heavily on providing real-time actionable intelligence in the form of analytical products.

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

1. Conduct research and analysis of law enforcement data by identification and interpretation of current and anticipated criminal activity, patterns, and trends.
2. Collect, evaluate and analyze data. Utilize tactical, strategic, and administrative analysis in support of the police department's mission and the intelligence-led policing concept.
3. Have an understanding and knowledge of the definitions of crime analysis and intelligence analysis, as well as the types, functions, and processes of the integrated analyst.

4. Have knowledge of the importance of thinking critically about the methods, procedures, tools and techniques employed in crime analysis and intelligence analysis.
5. Possess the necessary writing skills to explain information, draw conclusions and/or make recommendations in a narrative format that is objective, succinct, pertinent, articulate and relevant.
6. Have the ability to calculate and analyze the times of day, days of the week, intervals, durations, tempos, and temporal cycles of crime in general and of criminal behavior in short-term and long-term series, patterns, and trends.
7. Have the ability to understand and compare local and national crime statistics (e.g., UCR and NIBRS data).
8. Know the basic principles and techniques of geospatial analysis and have the ability to produce and analyze maps to determine the nature of crime problems related to location, to use maps in forecasting and predicting incidents regarding crime trends and series, and to interpret maps for specific audiences.
9. Have the ability to create analytical products such as bulletins and reports, which are suitable for dissemination to various audiences.
10. Have knowledge regarding online resources available on crime analysis and intelligence analysis. Be familiar with open source systems available to law enforcement.
11. Maintain reliable and predictable attendance and must have the ability to work mandatory overtime assignments when necessary, flexible hours, nights, and/or weekends.
12. Remain cognizant of the sensitive nature of investigations and only share sensitive material on a need to know/ right to know basis. If a conflict arises, the analyst should consult the KCPD sergeant and respective case detective.
13. 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 have a comprehensive knowledge of the principles, concepts, methods and techniques of crime analysis and intelligence analysis. The incumbent must have the ability to present facts and render opinions to all levels of a public safety organization, analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgment. It is essential that the incumbent must have excellent analytical and problem-solving skills as well as the ability to work with and display sensitivity towards diverse groups of people. The incumbent must have experience and knowledge of law enforcement operations and procedures, experience in data analysis, research methods, theory, statistics, and intelligence analysis methods, preferably in a law enforcement capacity.

The incumbent is required to have a high level of proficiency with the Microsoft Office products. Must have knowledge of statistical analysis, mapping software, and spatial analysis techniques.

Extensive working and/or academic experience with ESRI ArcGIS is preferred. The incumbent must have the ability to identify and organize data for analytical purposes and present data in detailed statistical reports or other methods. Prefer experience with Crystal Reports.

**Physical Requirements:** Position requires minimal lifting 5-20 lbs. Position is primarily sedentary and incumbent will be required to work at a computer for long periods of time.

**Education and Experience:**

A Bachelor's degree in Criminal Justice, Criminology, Geography, GIS, or closely related field is required or; 5 years of law enforcement experience, including two years working in a law enforcement analytical position.

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

Position operates in a standard office environment. Incumbent is subject to allocation to the Emergency Operations Center during critical incidents.

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

- Computer (desktop, laptop, mobile device)
- Telephone
- Handheld and headset police radios
- Analytical hardware/software applications

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 completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sergeant Manuel Anchondo, Crime Gun Intelligence Center by no later than OCTOBER 22, 2021.**

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **OCTOBER 22, 2021.**

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

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

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a TABE test, Keystroke test (80% accuracy/10 minutes), CVSA, MMPI, post-offer physical examination and drug screen.

*Captain Marisa Barnes*  
Captain Marisa Barnes  
Commander, Employment Unit