NON-SWORN MEMBER VACANCY

DATE: November 18, 2022

JOB VACANCY MEMORANDUM NO.   22-24

TITLE: Analyst I, PIC/Gang Intelligence, RTCC

ELEMENT OF ASSIGNMENT: Homeland Security Division/LE Resource Center (LERC)

PAY RANGE: 17

STARTING MONTHLY SALARY: $3,842

VACANCY STATUS: Vacant

EXPIRATION DATE: December 2, 2022

REQUIREMENTS:

The role of the Analyst I is to identify and analyze crime series, sprees, trends, terrorism, and related criminal acts. The Analyst I will use Intelligence-Led Policing methods to provide crime analysis, intelligence analysis, and investigative case support for internal and external law enforcement partners. The primary responsibilities of the 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.   Understand and know the definitions of crime analysis and intelligence analysis, as well as the types, functions, and processes of the integrated analyst.

4.   Know the importance of thinking critically about the methods, procedures, tools and techniques employed in crime analysis and intelligence analysis.

FORM 5101 P.D. (REV. 2-2018)

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. 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. Understand and compare local and national crime statistics (e.g., UCR and NIBRS data).

8. Know the basic principles and techniques of geospatial analysis, produce and analyze maps to determine the nature of crime problems related to location, use maps in forecasting and predicting incidents regarding crime trends and series, and interpret maps for specific audiences.

9. Create analytical products such as bulletins and reports, which are suitable for dissemination to various audiences.

10. Know 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. 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-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 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 Microsoft Office products. Must have knowledge of statistical analysis, mapping software and spatial analysis techniques.

Extensive working and/or academic experience with ESRI ArcGIS software is required. 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.

The incumbent must have good oral and written communication skills. Incumbent will be required to present their analytical analysis and products to internal and external partners.

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 Emergency Operations Centers, 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 Maurice Oatis, PIC/LERC by no later than** *DECEMBER 2, 2022.*

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, to be received no later than *DECEMBER 2, 2022.*

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit 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. The Analyst I Selection Process will consist of the following: Candidate Resume Review, Telephone Interview, Analyst Assessment, and an Analytical Problem/Interview. The candidate must also complete a TABE test, Keystroke test (80% accuracy/10 minutes), CVSA, MMPI, post-offer physical examination and drug screen.

Captain Lionel Colon
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Commander, Employment Unit