

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Crime Analyst		
<b>Job Code:</b>	PR2871	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Created:</b>	08/22/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	11/28/16

### GENERAL SUMMARY

Performs and coordinates the most technical and complex tasks and analytical support including a variety of strategic, tactical and administrative activities in support of the tactical, investigative, and patrol divisions.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Performs all duties and responsibilities listed under the Crime Analyst job description.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
4. Develops topics for analysis; develops standardized unit products and processes; and trains, coaches, and mentors crime analysts based on the overall vision for the unit.
5. Monitors, reviews, and evaluates the work of crime analysts for competency, quality, accuracy, and adherence to established unit methods, standards, and policies; proofreads, edits, and standardizes analysts' bulletins, reports, power point slides, and other products/reports to ensure they are written professionally and in a clear and concise manner.
6. Studies current literature on research methodology and policing issues and makes appropriate recommendations for improvements in crime analysis practices; recommends professional training courses for the crime analysts for continuing education.

7. Creates strategic and administrative reports for a variety of users; researches complex crime trends and patterns; develops criminal profiles on known offenders; and completes other large scale or long term ad-hoc assignments.
8. Creates, builds, and maintains queries utilizing Crystal Reports software to ensure queries of police data from the Tiburon data tables provide thorough and accurate information.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a crime analysis program.
  - Principles of technical and professional writing standards, rules, and techniques; principles of basic report preparation; principles of page layout and design.
  - Criminological theory.
  - Recent developments, current literature and information related to crime analysis.
  - Principles, practices, methodologies and techniques of crime analysis, crime prevention, and policing methods.
  - Principles of data collection and analysis.
  - Microsoft Office Suite and ArcGIS mapping processes and techniques; Adobe Pro and Crystal Reports XI.
- **Skill in:**
  - Proofreading work product to check for adherence to standardized templates, correct grammar and spelling, and correct application of mathematical/statistical formulas; technical knowledge to recognize errors and provide constructive feedback to subordinates.
  - Critical thinking and problem solving.
  - Building and maintaining crystal reports.
  - Research and data mining; gathering, recording and organizing data.
  - Delivering presentations.
- **Ability to:**
  - Organize information to create clear and concise analytical products to convey findings; communicate effectively both verbally and in writing.
  - Provide oversight and assignment parameters to subordinates.
  - Resolve problems, both technical and staff issues, to ensure compliance with unit standards. Answer individual questions and provide impromptu training on processes and use of software to subordinates.
  - Randomly select subordinates' work product for comparison to an independent query of data in order to check for correctness of offense counts.

- Perform a variety of research utilizing various data bases; maintain accurate and detailed records.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public administration, or a related field and four years of increasingly responsible crime analysis, professional report writing, and research experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here 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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here 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.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.