

Crime Analyst and Technology Officer (Non-Sworn)

DEFINITION

Under general direction, the Crime Analyst and Technology Officer is responsible for the design and implementation of information technology projects; performs a variety of technical support and training involving the use of hardware, application software, management of networks, radio infrastructure and telecommunications systems; plan, organize, coordinate, and implement crime prevention programs within the Police Department; performs a variety of professional and technical tasks relative to assigned area of responsibility. Collect, analyze, prepare, and disseminate information relevant to actual and anticipated criminal activity to operational personnel to increase the effectiveness of patrol deployment, crime prevention, and apprehension of suspects, and additional duties as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Develop and implement a crime analysis program by compiling, evaluating, and determining information related to crime activities affecting both businesses and neighborhoods. Communicate with federal, state, and local law enforcement agencies to exchange crime information.

Assist in the development, implementation, and sustainability of a “Compstat” model for the City of Oroville.

Research, compile, and prepare reports and documentation on program activities; analyze programs and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Oversee the City’s false alarm reduction program and make recommendations about how to reduce the number of false alarms.

Prepare and update Police Department website information related to crime prevention.

Represent the Department on committees, outside organizations and at staff subcommittees; coordinate crime prevention activities with other Police Department divisions, other City departments, and outside agencies, as appropriate.

Maintain public contact to gather information and promote goodwill.

Collect, compile, compute, analyze, and summarize criminal offender, demographic, and related data to identify and evaluate crime series, trends, and patterns. Prepare graphic displays including charts, diagrams, maps, calendars, and related materials to effectively present statistical data.

Oversee the production of the yearly report

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Assist Officers with crime prevention presentations

Develop, install, and maintain the departments Information Technology infrastructure to include Servers, Workstations, Switches, Routers, Firewalls and all related equipment.

Make diagnostic determinations regarding malfunctioning computer, telecommunications and radio systems. Recommends appropriate repairs or replacement.

Assist in the preparation of grants, quarterly and annual reports, and other special administrative projects.

Perform other duties as assigned.

Knowledge of

Techniques and practices of crime prevention methods and education as applied to business and residential settings. Training techniques and application.

Law enforcement and the criminal justice system.

Familiarity with computer systems and software.

Oral and written report presentation techniques.

Basic statistics and methods of graphic presentation.

Modern office procedures, methods, and equipment.

Ability to

Organize, implement, and direct crime prevention activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy procedures.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation, walk on uneven surfaces and climb stairs while conducting site checks; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of ten pounds or less.

Establish and maintain effective working relationships with those contacted in the course of work.

Use a personal computer with proficiency and familiarity.

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Understand and follow oral and written instructions.

Effectively communicate verbally and in writing.

Prepare statistical charts, graphs and exhibits.

Prioritize and perform several tasks simultaneously.

Work with a minimum of supervision.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree from an accredited college or equivalent with major course work in public administration, business administration, computer science, criminal justice, statistics, or a closely related field;

OR

Six years of increasing responsibility in analytical staff work, including prior or current experience in a criminal justice agency working with criminal information AND possession of a California Department of Justice Certificate in Crime and Intelligence Analysis;

OR

Ten years of increasing responsibility in developing information technology projects and/or managing an information system network, including prior or current experience in corporate business or a governmental agency.

ADDITIONAL REQUIREMENTS

Possession of or the ability to obtain and retain a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be evaluated on a case-by-case basis. Possession of a California Department of Justice Certificate in Crime and Intelligence Analysis is desirable.

TYPICAL PHYSICAL REQUIREMENTS Work is frequently performed indoors, with occasional work outside in various types of weather; occasional work in confined spaces.

(1) Mobility: frequent sitting, standing, bending; occasional stooping, climbing, crawling, working in awkward positions.

(2) Lifting: continuous lifting up to 10 pounds; occasional lifting up to 50 pounds.

(3) Vision: constant use of overall vision; use of vision to identify mechanical problems; occasional use of color vision.

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- (4) Dexterity: occasional grasping, holding, and reaching; occasional use of touch only to perform work.
- (5) Hearing/Talking: frequent hearing and talking in person; use of hearing to recognize mechanical problems.
- (6) Emotional/Psychological: frequent coworker contact; occasional working alone.
- (7) Environmental: frequent exposure to moving parts and vehicles; occasional exposure to chemicals, fumes, and other environmental substances.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.