



# CLASS TITLE | CRIME AND INTELLIGENCE ANALYST II

PAY GRADE: AT-36 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1534

Effective Date: 08/23/2023

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision, provides technical, analytical, and investigative assistance to police personnel to aid in the identification, investigation, and arrest of criminal offenders; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Develops and produces crime maps using Geographic Information Systems (GIS) applications
- Conducts spatial analysis of crime data, preparing a variety of mapping products, various charts, graphs, and reports for presentation
- Assists specialized units in ongoing investigations by providing research, social network and telephone analysis to assist in identifying and locating active criminal groups and individuals
- Establishes and maintains liaison activity with external customer ensuring effective exchange of criminal intelligence information
- Maintains awareness of new developments in the field of crime analysis incorporating new developments as appropriate
- Responsible for research and analysis of law enforcement data, identification and interpretation of criminal activity, patterns, and trends, forecasting trends and potential criminal activity
- Researches and analyzes statistical information, preparing linkage charts with criminal and terrorist associations and organizations, commodity flow, events, and net worth assessments, identifying patterns and trends for presentation
- Prepares reports indicating or supporting the probability of criminal and terrorist activity using various resources
- Creates automated files and databases for use in originating reports, spreadsheets, and maps for information management functions and distribution
- May be required to testify in court
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in behavioral science, statistics, mathematics, engineering, data analytics, GIS, information technology, criminal justice or a related field **and**,
- (b) Three (3) years of experience in specialized research and analysis relevant to the essential tasks listed in this job description

### **PAY INCREASE OPPORTUNITIES**

This position is part of a progression family and is eligible for pay increase within the progression program. More information can be found [here](#).



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## Knowledge, Abilities and Skills:

### Knowledge of:

- Applied knowledge of methods and techniques used in researching, compiling, sorting, evaluating, and analyzing relevant statistical information to perform crime analysis and criminal investigations
- Applied knowledge of criminal and terrorist profiles and crime patterns
- Applied knowledge of principles of technical and professional writing standards, rules, and techniques
- Applied knowledge of Microsoft and Adobe applications
- Preferred knowledge in GIS and analysis software
- Applied knowledge of Federal Regulations applicable to Criminal Intelligence Systems

### Ability to:

- Utilize inductive reasoning to develop a hypothesis
- Prepare technical reports effectively
- Discreetly handle sensitive and confidential information
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- Recognize criminal or public nuisance trends and emerging threats

### Skill in:

- Public speaking
- Critical thinking and problem solving
- Gathering, recording, and organizing data

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

### Licenses and Certificates:

- 1) Possession of a valid Oklahoma Class "D" Driver license; **and,**
- 2) Demonstrate pursuit of membership in a relevant professional organization within six (6) months of date of hire
- 3) Actively working on certification in one of the fields listed in item (a) *preferred*

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting with high noise and toxic fumes; and may have minimal exposure to narcotics.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: Clerical and Administrative**