



City of Concord

Senior Crimes & Intelligence Analyst

SALARY	\$52.95 - \$67.58 Hourly \$9,178.00 - \$11,713.87 Monthly \$110,136.00 - \$140,566.40 Annually	LOCATION	City of Concord, CA
JOB TYPE	Full Time	DEPARTMENT	Police
OPENING DATE	10/16/2023	CLOSING DATE	11/20/2023 11:59 PM Pacific
BARGAINING UNIT	Local 29		

Job Characteristics

*****OPEN & PROMOTIONAL JOB OPPORTUNITY*****
SENIOR CRIMES & INTELLIGENCE ANALYST

The City of Concord's Police Department is currently seeking customer-service oriented individuals who enjoy working in a highly productive yet fast-paced environment to serve as their next Senior Crimes & Intelligence Analyst.

The Police Department:

The members of the Concord Police Department are dedicated to providing the highest quality police services in order to enhance community safety, protect life and property, and reduce crime and the fear of crime. To do this, we pledge to develop a partnership with the community, lead a community commitment to resolve problems, and improve the safety and quality of life in our city.

What you will be doing in this role:

The Senior Crime & Intelligence Analyst plays a crucial role in harnessing data to combat and prevent crime. This position focuses on meticulous analysis of digital forensic evidence, identification of crime patterns, correlation of crime to criminal suspects, and complex statistical analysis identifying and forecasting crime trends. The Analyst will collaborate closely with various department units, ensuring that actionable intelligence is promptly provided to support patrol operations, investigative efforts, crime prevention initiatives, and administrative functions. The position requires deep understanding of statistical analysis; practical experience in GIS mapping to include spatial analysis and creating, editing, analyzing, and visualizing data; practical experience in SQL with knowledge how to create, optimize, and execute SQL queries; and interacting with various SQL databases for data retrieval and analysis.

We are looking for someone who:

- Is passionate about crime analysis and leveraging data to enhance public safety; has familiarity with various crime analysis models and methodologies.
- Stays updated on legislative issues, criminal justice best practices, and technological innovations, and proactively works with police personnel to improve processes and operations.
- Can apply statistical methodologies to interpret and analyze data, and identify patterns, trends, and anomalies within large datasets.
- Has familiarity with database structures, relationships, and data retrieval methods; and can craft and execute SQL queries.

- Has experience in data manipulation, cleansing, and integration for statistical, spatial, and temporal analysis and visualization.
- Is proficient in GIS tools such as ArcGIS and the ESRI suite of applications to create, edit, and visualize spatial data.
- Has excellent oral and written communication skills and is able to articulate complex data and findings in an accessible manner for diverse audiences, including law enforcement and administrative personnel.
- Displays honesty, adherence to principals, and personal accountability.
- Embraces and embodies the **City's Mission, Vision and Values.**

What we offer:

The City of Concord offers the opportunity to take part in a collaborative and exciting work experience, where you can grow in your career while working alongside the community to make Concord a city of the highest quality. The City is an employer that invests in its employees' professional and personal development, values work-life balance, is dedicated to employee wellness and provides numerous benefit and retirement options, to include the following:

- Participation in CalPERS pension, tiered based on date of hire
- A variety of health care plans or a cash-in-lieu benefit of \$200 if waiving coverage
- City-paid dental insurance; employee-paid vision insurance
- Vacation accruals starting at 10 days per year, 12 days sick leave per year, and 11 paid holidays per year
- Generous tuition reimbursement program
- 457 deferred compensation plan
- Flexible spending accounts (FSAs) for healthcare, dependent care and commuting costs
- Life and disability insurance
- A wellness program that offers yoga and fitness classes, annual health expos, health and nutrition education, as well as a variety of mental health resources

*Salary is negotiable within the advertised range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can be found at www.cityofconcord.org.

SELECTION PROCESS

1. Submit a completed City of Concord application and respond to the required supplemental questions online at www.cityofconcord.org. Only application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental responses will be competitively evaluated, and only those candidates demonstrating the strongest qualifications for the position will be invited to participate in a panel interview. If you are selected to participate in the panel interview and are unavailable, we regret that we will not be able to reschedule you.
3. Candidates that pass the panel interview will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancy, as well as others occurring over the next 12 months.

Conviction History:

If you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with the City of Concord.

Examples of duties include, but are not limited to

1. May perform the most complex, sensitive and difficult work in crime and intelligence analysis.
2. May act as a first-line supervisor over subordinate staff.
3. Provides technical guidance and training to subordinate staff pertaining to intelligence analysis.
4. Provides training to personnel, both civilian and sworn staff, on crimes analysis.
5. Provides court testimony on analytical products, techniques, research, targeting, and methodology and maintain chain of evidence.

6. Responsible for working with County, State, and federal prosecutors for intelligence led prosecution strategies
7. Responsible for digital forensic analysis of evidence (cell phones, hard drives, other digital storage devices) recovered at crime scenes.
8. Responsible for the writing of search warrants, conducting digital evidence recovery and preservation, and producing detailed analytical reports of the findings.
9. Collect, organize and analyze crime data based on geography, trends, common suspects and methods or operations in support of Police units.
10. Assist operations and administrative personnel in planning the deployments of personnel and resources for the prevention and suppression of criminal activities.
11. Performs probability studies and statistical analysis such as random samplings and correlation and regression analysis to correlate and analyze crime information.
12. Convert raw data into valid criminal intelligence information and convey information to Police personnel in a variety of formats including charts, graphs and tabulations to portray and define data.
13. Create criminal profiles, association matrices and link analysis to identify high risk offenders and aid the efficient deployment of law enforcement resources for investigations. This includes gang identification, validation and assessment procedures and criteria.
14. Provide case support to criminal investigations by geographically linking criminal intelligence to individuals, organizations and criminal activity.
15. Provide forensic cell phone data retrieval, interpretation and analysis. This includes cell phone call detail record (CDR) and tower interpretation analysis.
16. Provide social network analysis on cellular phone data to identify relationships between criminal suspects and their proximity to criminal activity.
17. Maintain a consistent and current understanding of laws and technology in the assigned area of responsibility. This includes laws surrounding the retrieval of computer and cell phone data by use of search warrants.
18. Positively interact and communicate with Police personnel, other city employees and the community on crime analyst/research issues; and respond to ad-hoc requests for various information and statistical reports from all levels and units of the department.
19. Attend community and regional meetings in order to share information on crime series, patterns, new methodologies and developing tools.
20. Other duties as assigned.

For the full job description for Senior Crimes & Intelligence Analyst please visit

<https://www.governmentjobs.com/careers/concord/classspecs>.

Qualifications

Knowledge

- Criminal Intelligence data collection regulations
- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing statistical, theoretical, and factual criminal and offender information
- Computer operations including proficiency in Windows, G.I.S. mapping, and other geographical systems
- Distinction between crime patterns, series, and trends
- Familiarity with motives of crimes and types of criminals
- Principles of supervision and training
- City customer service objectives and strategies
- Telephone, office, and on-line etiquette
- Current technology and trends in the profession
- General Management System (GMS) in principle and practice

Skills and Abilities

- Organize facts, numbers, reports, and prioritize work
- Analyze a variety of criminal information received from various sources and formulate theories regarding criminal trends, patterns, and perpetrators
- Synthesize/hypothesize a large volume of criminal activity information

- Collect and evaluate criminal intelligence information to develop criteria to measure the reliability of such information
- Read and interpret maps and other geographical information systems
- Work with personal computers and complex databases
- Prepare graphs, charts, tables, maps and other illustrative material for visual presentation of data and information
- Research and mine open source data from the Internet
- Apply logic and sound judgment in assessing and predicting characteristics of criminal groups or operations using data obtained from varied sources
- Keep data confidential
- Present information orally in a confident and convincing manner
- Provide training and guidance to subordinate staff
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Treat City employees, representatives of outside agencies and members of the public with courtesy and respect
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral

Education: Completion of a Bachelor's degree from an accredited college or university in public or business administration, information management, criminal justice or other related field.

Experience: Four (4) years (two of which must be at the journey level involving data analysis and evaluation for the implementation of programs in the criminal, behavioral, intelligence or social science fields) of paid, professional experience utilizing multiple intelligence systems, performing research, collection, analysis and presentation of complex crime and/or intelligence analysis within a law enforcement agency, crime analysis, criminal intelligence or military intelligence unit.

Other

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Incumbent must successfully complete a full background investigation as a condition of employment.

EEO/ADA: The City of Concord is an Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

If you have a disability and require accommodations in the testing process, please contact Human Resources at 925-671-3308 or hrdept@cityofconcord.org prior to the final filing date.

Agency

City of Concord

Address

1950 Parkside Drive

Concord, California, 94519

Phone

925-671-3308

Website

<http://www.cityofconcord.org>

Senior Crimes & Intelligence Analyst Supplemental Questionnaire

*QUESTION 1

COMPETITIVE EVALUATION: Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to

move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- Yes
- No

***QUESTION 2**

EDUCATION: Which best describes your highest level of education?

- Some high school
- High school diploma or GED
- Some college
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

***QUESTION 3**

EXPERIENCE: How many years of paid, professional experience utilizing multiple intelligence systems; performing research, collection, analysis, and presentation of complex crimes; or intelligence analysis with a law enforcement agency, crime analysis, criminal intelligence, or military intelligence unit do you have?

- 0 to less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years to less than 6 years
- 6 years to less than 7 years
- 7 years or more

***QUESTION 4**

EXPERIENCE: Please indicate the programs/tasks in which you have paid work experience. Experience must also be demonstrated in Work History section of your application.

- Cell phone digital forensics software
- GIS mapping for analysis of criminal trends and high risk areas
- Crime dataset analysis using SQL queries
- Developing and maintaining intelligence databases
- Creating bulletins, charts, association matrices, social network analysis, and/or crime calendars/graphs/exhibits
- Testifying in court as an expert witness on information and materials analyzed
- Conducting briefings and/or presentations of crime and intelligence information
- Direct or front line supervision of analyst/intelligence employees

***QUESTION 5**

POLICE DEPARTMENT BACKGROUND INVESTIGATION: This position requires a polygraph and full background investigation as part of the pre-employment process. Deliberate misstatements or omissions can and often will result in

your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals fail and/or are disqualified during the background investigation is because they deliberately withhold or misrepresent job-relevant information. By checking the box below, you acknowledge that you are responsible for providing complete, accurate, and truthful responses in every step of the process.

I acknowledge that I have read, understand, and agree to the above statement.

***QUESTION 6**

NOTIFICATION VIA EMAIL: All future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. We strongly encourage you to use an email address that is your own and that you check regularly. Adjust spam and/or other filters so that our emails are accepted. We are not responsible for the non-delivery of our emails or if you do not check your email and respond on a timely basis.

I acknowledge that I have read, understand, and agree to the above statement.

***QUESTION 7**

ATTENTION GMAIL USERS: We have become aware of an increase in Gmail's spam filter sensitivity, making it more likely that emails coming from the City of Concord Human Resources Department will be marked as spam and will not make it into your Gmail inbox. We highly recommend you adjust your filters and check your spam for email notifications. You can also check your www.governmentjobs.com account inbox for correspondence.

I acknowledge that I have read, understand, and agree to the above statement.

* Required Question