

## 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>	02/25/20

### GENERAL SUMMARY

Performs the more 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. Leads, oversees, trains, and performs the more advanced, complex, technical and difficult analysis; serves as a subject matter expert, answers questions, and provides information on crime analysis, crime mapping, and related functions.
2. Performs all essential duties and responsibilities listed under the Crime Analyst job description.
3. Provides a variety of complex analytical and research support; interprets, reviews, and makes recommendations in the evaluation and design of workflow, processes, policies, and procedures.
4. Plan, prioritize, assign, and oversee the daily workload distribution; develops and instructs training protocols for Crime Analysts.
5. Creates strategic and administrative reports for a variety of users; researches complex crime trends and patterns; and completes other large scale or long-term ad-hoc assignments.
6. Provides complex staff guidance to the department's senior management team; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
7. Creates and maintains queries utilizing Crystal Reports software to ensure queries of police data from the records management system data tables provide thorough and accurate information.
8. Performs other related duties as required.
9. 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:**
  - Principles of technical and professional writing standards, rules, and techniques; principles of basic report preparation; principles of page layout and design.
  - Statistical and criminological theory.
  - Principles, practices, methodologies and techniques of crime analysis, crime prevention, and policing methods.
  - Principles of data collection and analysis, mathematics and statistics.
  - Operations, services, and activities of crime analysis.
  - 28 CRF part 23 and implications on intelligence information collection, storage and dissemination.
- **Skill in:**
  - Critical thinking and problem solving.
  - Building and maintaining crystal reports and RMS queries.
  - Research and data mining; gathering, recording and organizing data.
  - The use of computers, applicable software, and related equipment, hardware, and software to maintain multiple databases and spreadsheets; Microsoft Office Suite and ArcGIS mapping processes and techniques; Adobe Pro; ATAC; and Crystal Reports XI.
  - Delivering presentations.
- **Ability to:**
  - Organize information to create clear and concise analytical products to convey findings; communicate effectively both verbally and in writing; determine appropriate visual presentations of statistics or facts.
  - Recognize patterns, trends, and series in criminal activities.
  - Perform a variety of research utilizing various data bases; maintain accurate and detailed records.
  - Establish and maintain effective working relationships; work cooperatively with employees from other law enforcement agencies and City employees.
  - Convert large amounts of data, or complicated data, into simple charts, graphs, or maps that convey the key information in a visual format.
  - Make sound decisions.

## **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.