CRIME ANALYST/ GIS SPECIALIST II

DEFINITION

Under general supervision, collects, analyzes and interprets criminal intelligence information, crime data and motor vehicle crash data using crime and intelligence methodology and techniques in support of the Washoe County Sheriff’s Office. Create GIS layers and maps, develops and deploys GIS web pages, and integrates and maintains GIS functionality for the Sheriff’s Office. Provides accurate and timely intelligence information for use in tactical and strategic planning; and performs related work.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited college or university in Criminal Justice, Criminology, Police Administration, Public Administration, GIS or Statistics with a minimum of 15 credits in computer science, information technology, cartography, geography, GIS and three years of crime analysis experience conducting complex statistical and analytical studies and problem solving using research methodology theory, statistical techniques, and calculations to include documented GIS experience using ESRI and Microsoft products and calculations preferably in a law enforcement agency; OR an equivalent combination of experience and training.

LICENSE OR CERTIFICATE

NCIC/CJIS certificate within six months of hire date.

A valid driver's license is required at the time of appointment.

IACA Certified Law Enforcement Analyst at time of hire OR IALEIA Criminal Intelligence Certified Analyst (CICA) at time of hire.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Crime Analyst/ GIS Specialist series. It is distinguished from the Crime Analyst/ GIS Specialist I by its ability to work independently, handle projects of greater complexity and network with executive staff from this agency and other agencies in a professional manner.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Collect, analyze and interpret criminal intelligence data from diverse databases.

Develop tactical and strategic recommendations concerning operational deployments and investigations based on patterns and trends identified in the analysis.

Capture, analyze, store and present spatial data using Microsoft Office 7, ATAC, Arc GIS, Arc SDE and Arc Server.
Integrate geographic science with spatial design to present criminal intelligence information in a manner that best fits the user’s needs.

Generate reports, maps, charts, graphs, diagrams, etc. required by the Sheriff’s Office staff for strategic deployment of staff, resource allocation and crime prevention.

Conduct presentations of crime data to law enforcement officers or other authorized groups, participate in meetings discussing criminal intelligence and collaborate with local Fusion Centers.

Create, maintain and provide information for public dissemination via the Sheriff’s Office website.

Supervise assigned clerical staff, including assisting in staff selection; assigning and reviewing work; provide training in proper work methods and techniques; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Oversee the utilization of information systems by coordinating implementation, training staff in proper use and application, assisting problem resolution at the user level or contacting IT technical support; monitor operations to ensure that systems, methods, and procedures are used correctly and efficiently.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of supervision.
- Principles, methods and techniques for conducting statistical analysis and for forecasting in a criminal justice environment.
- Mapping software including ArcView, Arc GIS, and Arc SDE and Arcserver 10.
- Computer software including word, spreadsheet, email, and presentation tools.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Federal, State and County laws, regulations, ordinances and agency policies pertaining to criminal justice systems.

**Ability to:**

- Select, supervise and evaluate the performance of assigned staff.
- Use ArcView, Arc GIS, Arc SDE and Arcserver 10 programs in a criminal justice environment.
- Operate GIS and digital/multimedia devices.
- Plan and organize work to meet schedules and timelines.
- Develop and maintain the Sheriff’s Office geographic information database (Arc GIS), create GIS layers and maps, develop and deploy GIS web pages, and integrate and maintain GIS functionality for the Sheriff’s Office to support strategic tactical and administrative crime analysis.
- Gather, analyze and interpret criminal intelligence data.
- Adjust and weigh raw data and organize results into a form compatible with computer analysis.
Create and make presentations to department members and other agencies using Power Point and other audio/visual aids.

Create comprehensive written reports.

Train staff on work methods, procedures and operations of software programs used in the assigned area(s).

Access and operate departmental computer equipment and software.

Plan, organize and review the work of staff.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*