



**NOTICE OF VACANCY  
October 17, 2016**

**POSITION: Crime Analyst**

**DEPARTMENT: Police**

**SALARY: M3 \$42,192 - \$50,419**

**HOURS: Monday – Friday 8:00am to 4:00pm 37.5 hours a week**

**Statement of Duties:** The Crime Analyst is responsible for detailed analysis, organization, research and presentation of crime data and statistics. Work involves collecting, compiling and analyzing data from a variety of resources to identify and evaluate crime trends and patterns; preparing written reports and utilizing computer applications, random statistical sampling, correlation and regression probability studies, and presenting information, using graphs, tables and charts to police personnel, town management, outside agencies and community stakeholders. Employee is required to perform all similar or related duties.

**Supervision Required:** Under of the general direction of the Deputy Chief, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

**Confidentiality:** Employee has access to confidential information in accordance with the State Public Records Law including official personnel files, department records, criminal records/ investigations.

**Judgment:** The work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data to determine the most effective method(s) to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of an office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is required to work beyond normal business hours in response to off-hours escalation and operational support to Public Safety for dispatch operations on a 24/7 basis.

**Nature of Public Contacts:** Relationships are primarily with co-workers and vendors doing business with the Town. The employee serves as the recognized authority of the Town in matters of considerable importance, including departmental practices, procedures, regulations or guidelines. The employee may be required to discuss controversial matters where tact is required to obtain cooperation.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, jeopardize programs, monetary loss, personal injury, danger to staff and public safety, and legal repercussions.

**Occupational Risks:** Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in an office setting

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Collects and compiles criminal information and statistics to generate data for support in investigations through personal contact (e.g., interviews, discussions, etc.); manipulation and query of database systems; and reading and recording various intelligence, analytical and administrative information.
2. Analyzes, evaluates and correlates criminal data information in order to determine reliability, content validity and accuracy; and to distinguish patterns and trends.
3. Conducts research of databases and other information systems to assist with identifying patterns or trends.
4. Utilizes a variety of databases and computer programs to generate maps, hotspots, reports and statistical information.
5. Prepares and presents detailed graphical presentations (e.g., intelligence reports, charts, graphs, matrices, tables, etc.) and briefings to share organized facts and statistics, and criminal intelligence analyses with department personnel, case investigators, and other agencies.

6. Assesses or determines intelligence information requirements or needs in order to recommend, plan, prioritize and implement collection plans, targets or case strategies.
7. Acts as a liaison with internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resource sources.
8. Enters data, reports or records of criminal intelligence information into a database for use and reference by analysts and investigators in support of investigations. Performs frequent quality control checks of the intelligence database to ensure accuracy and integrity.
9. Assists in coordination of resources by prioritizing collection of data, organizing resources, monitoring progress, making recommendations and projecting trends to ensure accountability, quality control and timely completion of projects.
10. Attends meetings/briefings to discuss crime patterns and review current issues.
11. Conducts presentations for staff, town meeting or other public/community meetings.
12. Participates in the development of objectives and performance measures to improve operations and effectiveness.
13. Creates, prepares and develops various reports/documents (e.g., weekly/monthly reports, training material, memos, letters, etc.) to disseminate information, summaries, statistical reports, spreadsheets, charts, maps, graphs, diagrams and related materials in order to track and present findings related to criminal activity, patterns, trends and prepares predictions based upon previous reported activity and an analysis of typical behavior patterns.
14. Perform other related duties depending on needs of department to ensure smooth operations.

**Recommended Minimum Qualifications:**

**Education and Experience:** A Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public administration, mathematics/statistics or a related field. Two to four years of increasingly responsible crime analysis and research experience

**Special Requirements:** Valid Class D Motor Vehicle Driver's License, eligible for certification as Crime Analyst.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of department office procedures and office software (i.e. database management, word processing and spread sheet programs), computer programs and equipment, and federal, state laws and town ordinances pertaining to operations. Knowledge of technology including but not limited to office software (word processing and spread sheet applications) and use of the Internet and email system in support of department operations.

**Skill:** Excellent organizational skills; excellent data processing skills in the use of personal computers and software including word processing, data base and spreadsheet applications. Excellent analytical skills. Proficient oral and written communication skills.

**Abilities:** Ability to develop effective working relationships with department personnel, outside agencies and with the general public; ability to express oneself clearly and concisely orally and in writing. Ability to use personal computers and software including word processing, spread sheet and data base management applications.

**Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

**Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and sorting of papers.

**Visual Skills:** The employee is required to routinely read documents and reports for understanding. The employee is required to determine color differences.

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**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

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