CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Crime Analyst** **UNION:231**
SG:3
DEPARTMENT: **Police** **CS:N**
FLSA:N
EEO4/SOCCODE:PR/33-9099

JOB SUMMARY:

Responsible for designing, implementating and maintaining reports, metrics/visuals, and maps collected from specialized databases and/or systems used by the Bellingham Police Department. Develops and publishes dashboards for the public facing website. Automates and modernizes reporting processes to improve business efficiencies and workflow processes. Conducts research and strategic crime analysis to identify patterns and trends, and presents historical analyses to support data-driven decision-making. Collects, evaluates, analyzes, and disseminates information and data related to criminal activity, criminal enterprises, and suspected criminal acts in support of the Department's proactive policing efforts.

SUPERVISORY RELATIONSHIPS:

Reports to the Police Technology Manager. Works under general supervision and the guidance of applicable federal, state, and local statutes, regulations, policies, procedures, and contractual agreements. Work is periodically reviewed to verify compliance with policies, procedures, and standards. May receive assignments from senior staff in the Intel, Investigations, and Patrol divisions.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Designs, develops, and implements reports and dashboards using Business Intelligence (BI) tools and modern technology. Performs data analysis, data modeling, ETL (Extract, Transform, and Load) processing to extract and manipulate data from a variety of sources as well as blending and joining data together. Performs analysis to understand data structure and possible metrics/visuals to identify and answer questions related to criminal data.

2. Conducts research and strategic crime analysis to identify crime patterns and trends. Analyzes long term crime patterns and trends using probability studies and statistical analysis such as random samplings, correlation, and regression analysis. Develops victim and suspect profiles and forecast future criminal activity.

3. Performs routine crime analysis duties such as developing regular crime and calls for service bulletins; conducting and presenting historical analysis on both general and specific crime and calls for service information; assists with research projects.

4. Builds and maintains relationships with outside agencies, law enforcement, and legal personnel to facilitate the exchange of case information. Collaborates with local committees and What-comm regional agencies to support coordinated efforts.

5. Develops, publishes and maintains dashboards on pubic facing webpages. Manages and/or designs crime map using either GIS tools or out-of-the-box vendor developed technology.

6. Uses automation to improve business processes by pulling data from multiple sources and ensuring data accuracy. Extracts and complies data for complex public disclosure requests.

7. Collaborates with all levels of Police staff focusing on long-term business intelligence solutions. Assists Chief and Deputy Chiefs with statistical data analysis and reporting for decision-making purposes. Develops reports that enhance Intel, Investigations, and Patrol divisions in making informed decisions focused on operational efficiency and community impact.

8. Stays current with developments and changes in the analytical technology industry as well as the law enforcement criminal intelligence community.

9. Coordinates and collaborates with outside law enforcement agencies, City Information Technology departments, and other City departments where analytics and technology overlap. Troubleshoots problems and makes corrective changes to existing configurations and/or processes to ensure information is reliable, accurate, and compliance requirements are met.

ADDITIONAL WORK PERFORMED:

1. May provides case support through developing suspect leads, locating addresses, vehicles, associates, or other relevant information on offenders, identifying victims and associated cases.

2. Back up and relief duties/responsibilities in the absence of other Police technical staff.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of**:**

- Comprehensive and up-to-date knowledge of statistical analysis, dataset creation for reporting using tools such as, report development software or business intelligence tools.
- Comprehensive and up-to-date knowledge using SQL Server and creating SQL queries and procedures.
- Comprehensive knowledge of systems analysis techniques and practices.
- Comprehensive and up-to-date knowledge of developing reports with SQL Server Reporting Services (SSRS) and creating datasets for publication.
- Knowledge of data modeling and data warehouse technologies.
- Knowledgeable with the use of technology tools to create integration, workflow, and automation, such as, Python, SQL, R, and/or Scala.
- Knowledge of GIS mapping for creating hotspot and pattern analysis.

Skills in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with city staff, division staff, and local, state, and federal agencies, as well as vendors.
- Excellent written communication skills for corresponding with City employees and vendors.
- Good researching, planning, organizing, problem-solving, and time management skills.

Ability to:

- Understand, interpret, and apply regulatory and security standards to system configurations, procedures, and training documents.
- Understand and use the intelligence cycle process.
- Understand and apply ethical analysis standards.
- Maintain technology skills and knowledge in a rapidly changing environment, including complexity generated by increased compliance requirements, security enhancements, and including ability to proactively monitor cloud-based and on-premises enterprise architecture, products, and services.
- Work on several projects concurrently. Excellent organization, time management, problem solving, technical troubleshooting, and planning skills.
- Willingness and ability to respond to evening and weekend callouts.
- Maintain the absolute confidentiality of sensitive files, data and materials accessed, discussed, or observed.
- Work with and interpreting needs for a variety of specialty departments within Police agency.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Work independently with minimal supervision.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Hearing adequate to communicate in person and by telephone;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Manual dexterity, correctable vision and color perception sufficient to operate a computer and design and produce graphics;
  - Occasionally transport objects weighing up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting at a computer workstation with long periods of sitting or standing. Work environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in computer science, information systems management, business computer programming, statistics, crime analysis or related field.
- Two (2) years of progressively responsible experience in the design, analysis, implementation, reporting using and supporting complex databases and systems such as spreadsheets, geographic information systems (GIS), structured query language (SQL) required.
- Experience as crime analyst and/or public sector desired.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

– Employment is contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.

PREPARED BY: K. Hanowell/D. MacDonald
2/93

REVIEWED BY: _____

Rebecca Mertzig, Police Chief

REVISED BY:
L.Hill/T. Ramsay/S. Ortiz
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