



**TITLE: MAJOR CRIMES ANALYST**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: DSA**

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## **DEFINITION**

Under direct or general supervision, researches, collects, analyzes, and disseminates technical information, statistical data, and reports relevant to actual and anticipated criminal activity to operational personnel to increase the effectiveness of task force and patrol deployment, crime prevention, and apprehension of suspects. Performs a variety of confidential and highly responsible administrative duties in support of the Major Crimes Task Force.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the assigned Major Crimes Commander and/or assigned supervisory personnel. May provide direction and training to support staff.

## **CLASS CHARACTERISTICS**

This is a single-level classification, which performs journey-level crime analysis requiring the use of statistics, probability, and knowledge of law enforcement operations. Duties include collecting, analyzing, and evaluating criminal intelligence data, preparing, and providing reports and crime mapping analysis, utilizing specialized multi-agency law enforcement databases, software, and crime reports. Incumbents work independently and exercise judgment and initiative in their assigned tasks.

## **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Reviews, evaluates, and analyzes raw information, crime and intelligence reports, field interview information, source debriefings, leads, documents, and related criminal data and information to identify and evaluate prevalent and emerging threats, crime series, trends, and patterns.
- Utilizes manual and automated systems to query, retrieve, process, and analyze crime, arrest, calls for service, and other sources of criminal data and information.
- Prepares crime and intelligence analysis and statistical reports, including known offender bulletins, crime series and pattern bulletins, tactical maps, patrol briefings, event and threat assessments, and comprehensive offender and location workups.
- Works closely with investigators and various operational staff to develop investigative leads to support case investigations and the successful prosecution of criminal offenders.

- Recommends, supports, and engages in the planning and deployment of resources, as well as large-scale operations, crime series, and multi-agency task forces, aimed at suppressing criminal activity and dismantling criminal organizations.
- Communicates and shares analytical, intelligence, and statistical products, findings, and recommendations to Department command staff and other stakeholders through written correspondence and reports, oral presentations, and data visualizations.
- Gathers, verifies, and disseminates actionable and relevant information from open-source resources to Department personnel for situational awareness.
- Utilizes intelligence analysis applications to develop comprehensive intelligence products, including threat, critical infrastructure vulnerability, and domain assessments, intelligence bulletins, sheriff's intelligence information reports and briefings, intelligence gaps, executive summaries, situational awareness notifications, and other tactical products such as target profiles and link charts.
- Conducts crime and intelligence analysis of a highly confidential or sensitive nature.
- Conducts complex analysis in the forms of telephone toll analysis, link charts, timelines, flow charts, financial/asset trace reports, investigative, strategic, and intelligence reports, and tactical, crime, and operational maps.
- Develops and maintains effective relationships with liaisons from local, state and federal law enforcement agencies, and the United States intelligence community to gather and share crime information and intelligence.
- Works with and communicates effectively with personnel in the Sheriff's Office and other law enforcement agencies, through both written and verbal communication for purposes of timely information sharing, situational awareness, and ensuring officer and community safety.
- Attends in-person briefings with field personnel, as well as command staff meetings, to share information and analytical findings through oral presentation.
- Performs a wide variety of confidential, responsible, and complex secretarial and administrative duties in support of the Major Crimes Task Force.
- Recommends improvements in workflow and use of equipment and forms; develops and revises office forms and report formats as required; initiates, organizes, and maintains filing systems.
- Assists in collecting, compiling, analyzing, and assembling information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Types and proofreads a wide variety of reports, letters, memoranda, correspondence, and statistical charts; types from rough draft, verbal instruction, or transcribing machine; independently composes documents related to assigned area of responsibility.
- Utilizes various computer applications and software packages including specialized departmental applications; enters and maintains data; generates reports from a database or network system; creates documents using word processing or spreadsheet software.
- May perform field work including evidence processing and evidence data entry, assisting in asset forfeiture proceedings, performing in-field subject workups, and performing mobile fingerprint analysis.
- Performs related duties as assigned.

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## **QUALIFICATIONS**

### **Knowledge of:**

- Law enforcement and the criminal justice system including basic principles, practices, methodologies and techniques of crime analysis, crime prevention, law enforcement and police records processing
- Operations, services, and activities of the Sheriff's Office and related program areas
- Methods and techniques used in researching, compiling, sorting, and conducting crime analysis, including data collection, statistical analyses, and report preparation
- Principles and methods used in evaluating and analyzing statistical, theoretical and factual information
- Local, State and Federal laws, statues, codes, rules and regulations related to the work with particular reference to crime analysis, record-keeping and dissemination of restricted information  
Modern office practices and equipment, including computer systems, data management systems and computer applications such as word processing, spreadsheets, and statistical databases
- Principles and procedures of record keeping management
- Techniques and requirements for the maintenance of confidential records and public records
- Business letter writing techniques and standard format for reports and correspondence
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work
- English usage, spelling, grammar, and punctuation
- Mathematical principles and statistical techniques

### **Ability to:**

- Collect, manage, and analyze a variety of data; develop experience and data-based hypotheses; use knowledge, judgment, and statistical analysis techniques to analyze data, draw reasonable conclusions and make recommendations based on analysis; write reports based on data analysis; Recognize, identify, and document crime series and patterns.
- Navigate and collect information from a variety of databases.
- Listen and communicate orally to gather and convey information.
- Prepare accurate, clear, concise, and comprehensive written reports, correspondence and other written materials.
- Conduct oneself in a professional manner and with discretion when dealing with sensitive/confidential information.
- Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Work cooperatively with other departments, County officials, and outside agencies.
- Independently prepare clear, complete, and concise correspondences, memoranda, reports and presentations.
- Develop, implement, and maintain a variety of files and records.
- Transcribe dictation, if required by the position, at a speed necessary for successful job performance.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Make accurate arithmetic, financial and statistical computations.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet changing priorities and deadlines.
- Plan, organize, and carry out assignments from management staff with minimal supervision.

### **Education & Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.
- Graduation from an accredited college or university with a bachelor's degree in criminology, criminal justice, statistics, public administration, or a related field. Two (2) years of related work experience may be substituted for each one (1) year of the required education.
- Two (2) years of increasingly responsible professional administrative and analytic experience, preferably in a law enforcement setting.
- Other combinations of education and experience may be considered.

### **License & Special Requirements:**

- Requires a valid California driver's license.
- Must be able to pass an extensive background investigation prior to employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Tasks may require extended periods of time at a keyboard. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. However, employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, and hazardous physical substances. Employees may be exposed to dust, scents, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**