City of Milwaukee

Police Department

Edward A. Flynn
Chief of Police

April 16, 2010

The Board of the
Fire and Police Commissioners
200 E. Wells St.
City Hall, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR CRIME ANALYST EXAMINATION/ELIGIBLITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission conduct a recruitment, administer an examination, and provide an eligibility list for the position of Crime Analyst as soon as administratively possible.

Attached please find a job description for the position of Crime Analyst. Department representatives are available to assist Commission staff in this matter. If you have any questions regarding this matter, please contact Personnel Administrator Valarie Williams at 935-7110.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

MONICA E. RAY
ASSISTANT CHIEF OF POLICE

Attachment

EAF:MER:rn

C: Assistant Chief Monica Ray

Police Administration Building, 749 West State Street, Post Office Box 531, Milwaukee, Wisconsin 53201-0531 (414) 933-4444
Web Site: http://www.milwaukee.gov/police

City of Milwaukee
CS-25, Rev. 1/07

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 10-2-08	**2. Present Incumbent:** NONE – NEW POSITION		**Is incumbent underfilling position?** YES ☐ NO ☒
3. Date Filled:	**4. Previous Incumbent:**		If YES, indicate underfill title in box 10.
5. Department: Milwaukee Police Department	**Bureau:** Office of the Chief **Division:**		**Unit:** Crime Analysis & Compstat **Section:**
6. Work Location: 749 West State Street	**Telephone:** **Email:**		**Work Schedule:** Hours: 40 / Days: 5
7. Represented by a Union? NO	**8. Bargaining Unit:** Management, Non Represented **If in District Council 48, chose a Local:** None		**9. FLSA Status: EXEMPT**

10.			Pay Range	Job Code	EEO Code
	Official Title: Crime Analyst (2)		05		
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
	Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

This is a civilian management position. Under the direction of the Lieutenant of Detectives and Crime & Intelligence Specialist, the Crime Analyst is responsible for collecting, collating, analyzing, disseminating, and evaluating crime data to discover developing trends, patterns, and changes in criminal activity, using mapping and other analytical software.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
60	Research and Monitor Developing Crime Trends • Produce timely and organized information relating to crime patterns and trends to assist the Department's operational and administrative personnel in the prevention and suppression of criminal activities, aid the investigative process, and increase the apprehension of offenders and clearance of cases. • Maintain and prepare statistical and analytical reports detailing results of analyses or studies and conclusions and recommendations. • Prepare daily, weekly, monthly, and annual statistical report for Department Commanders. • Analyze criminal activity and identify patterns of crime using database software and review incident data. • Assess and present data necessary for making strategic planning recommendations regarding manpower deployment, resource allocation, and crime prevention. • Measure and forecast long-term public safety related activity to contribute to problem solving, intervention and crime reduction efforts.
15	• Maintain databases related to probation and parole information provided by Wisconsin Department of Corrections and United States District Court.
10	• Collect, analyze and interpret data received from various departmental units and other law enforcement agencies.
10	• Analyze crime information, statistical data, reports and other sources documents from Federal, State and local law enforcement agencies.
5	• Other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
15	• Maintain a familiarity with activities and trends in the field of GIS/Mapping systems.
15	• Maintain proficiency with GIS software and crime analysis, methods, tools and procedures to manipulate, analyze and present data.
15	• Maintain the confidentiality and integrity of information and investigations coordinated, developed, and/or
	assisted by the Milwaukee Police Department.
10	• Attend related training and conferences to expand job skills and assist in development of professional contacts.
10	• Provide liaison and coordinate system activities with Information Technology Division staff as necessary.
10	• Produce or coordinate production of mapping products, presentation graphics, and data extraction for use by Department employees and other City Departments.
10	• Assist members of the Department, elected officials, and community members in obtaining data for which they have access.
10	• Training of Department members on access and use of analysis data.
5	• Maintain maps related to active court cases for use at trials.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Nicole DeMotto, Crime & Intelligence Specialist

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Immediate supervisor provides reviews of completed job

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Bachelor's Degree in Social Science, Criminal Justice, Geography or a related field (degree other than those mentioned should have college level course work in statistics and research methods and quantitative or qualitative methods beyond introductory level).

One to three years of experience conducting complex statistical analysis (e.g. time series analysis, trend projection, regression, correlation, and analysis of variance).

Experience with the use of statistical computer programs such as SPASS or SAS, and experience working with GIS software, computer databases, spreadsheets, and Microsoft Office.

Knowledge of police computer systems (i.e., RMS, CAD, etc.) is preferred.

ii. Knowledge, Skills and Abilities:

Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methodology.

Abilty to prepare and present complex and detailed statistical reports.

Ability to effectively participate in team efforts to improve/develop departmental programs and services.

Ability to exercise judgment and discretion in completing assigned tasks.

Ability to communicate orally and in writing to effectively prepare and present findings to Command level officers and other local, State and Federal law enforcement officials.

Knowledge of and work experience with computer systems in order to conduct research, analyze data, and effectively present and communicate findings in a concise and well-organized manner.

iii. Certifications, Licenses, Registrations:

IACA certification desirable.

iv. Other Requirements:

No felony convictions.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☐	**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using fees and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	**Balancing:** Maintaining body equilibrium to prevent failing when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☒	**Stooping:** Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☒	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☒	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**Pushing:** Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☐	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	**Hearing:** Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☐	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**Driving:** Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

☐	**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly 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.
☒	**Light Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☐	**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

☒	**Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:** This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devises, assembly or fabrication of parts).
☐	**Machine Operators, Mechanics, Skilled Tradespeople:** This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:
List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 15%**

CHECK ALL THAT APPLY:

☒	**None:** The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	**The worker is subject to inside environmental conditions**: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**The worker is subject to noise:** There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☐	**The worker is subject to hazards**: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	**The worker is subject to atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**The worker is required to wear a respirator.**

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☐ Hand tools ***(please list):***	
☐ Office Machines ***(check all that apply):*** ☒ Copier ☒ Facsimile ☐ Calculator ☐ Cash register	
☐ Other ***(please list):***	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative