



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

January 31, 2014

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of 20 new positions of Crime Analyst in the Police Department for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

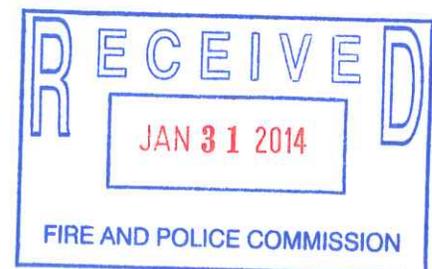
Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

C: Chief of Police Edward Flynn
Chief of Staff Joel Plant
Valarie Williams
Pamela Roberts
Vanessa Armstrong



JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: February 6, 2014

Police Department

Current	Request	Recommendation
New Position (Twenty Positions)	Crime Analyst PR 2GN (\$53,714 - \$65,242)	Crime Analyst PR 2GN (\$53,714 - \$65,242)

No Action Required

Duties and Responsibilities

The basic function of these positions, under the direction of the Commanding Officer and the Crime and Intelligence Specialist, is to collect, collate, analyze, disseminate, and evaluate crime data to discover developing trends, patterns, and changes in criminal activity, using mapping and other analytical software. Duties and responsibilities include the following:

- 75% Research and monitor developing crime trends – produce timely and organized information related to crime patterns and trends to assist the Police 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, conclusions and recommendations; prepare daily, weekly, monthly, and annual statistical reports 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 officer deployment, resource allocation, and crime prevention; and measure and forecast long-term public safety related activity to contribute to problem solving, intervention, and crime reduction efforts.
- 10% Collect, analyze, and interpret data received from various departmental units and other law enforcement agencies.
- 10% Analyze crime information, statistical data, reports and documents from Federal, State, and local law enforcement agencies.
- 5% Perform other duties as assigned.

Requirements include a bachelor’s degree in criminal justice, social science, geography, or closely related field that includes college-level course work, beyond an introductory level, in statistics and research methods, and quantitative or qualitative methods; and one to three years of experience conducting complex statistical analysis, using statistical computer programs, and working with GIS (Geographic Information System) software, computer databases, relational databases, spreadsheets, and Microsoft Office. A master’s degree in a job-related area and experience with police computer systems is desirable. Equivalent combinations of education and experience may be considered.

Analysis and Recommendation

As part of the 2014 budget, twenty new positions were authorized in the Police Department to perform the duties and responsibilities listed above. With these twenty new positions the

Department will have a total of 24 Crime Analysts. These positions are located in the Office of Management Analysis and Planning and are critical to the Police Department's efforts to prevent and suppress criminal activities.

As these new positions will perform the same duties and responsibilities of the existing job classification of Crime Analyst, we agree with the Department's request and recommend that these new positions be classified as Crime Analyst in Pay Range 2GN.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Montegudo*
Maria Montegudo, Employee Relations Director