



# CRIME ANALYST

*Milwaukee Police Department*

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

**THE PURPOSE** of this position 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. The Crime Analyst works within the Office of Management Analysis and Planning of the Milwaukee Police Department.

## **ESSENTIAL FUNCTIONS:**

- ◆ Produce information related to crime trends to assist the department's operational and administrative personnel in preventing and suppressing criminal activities, aiding the investigative process, increasing apprehension of offenders and clearing cases.
- ◆ Prepare data used to make recommendations on manpower deployment and resource allocation.
- ◆ Maintain statistical reports that detail the results of analysis, conclusions, and recommendations; prepare periodic statistical reports for department commanders.
- ◆ Measure and forecast long-term public safety activity related to problem solving, intervention, and crime reduction efforts.
- ◆ Collect, analyze and interpret data received from various departmental units and other law enforcement agencies.
- ◆ Maintain proficiency with GIS software and crime analysis methods and tools.
- ◆ Analyze crime information, statistical data, reports and documents from Federal, State and local law enforcement agencies.
- ◆ Assist members of the department, elected officials and community members in obtaining data from systems to which they have access.
- ◆ Train department members on access to and analysis of data.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in an academic field similar to the above from an accredited college or university **AND** at least two years of experience conducting research using complex statistical analysis and statistical computer programs.

*NOTE: College transcripts must be submitted with the application.*

*Equivalent combinations of education and experience may also be considered.*

2. Experience with the use of statistical computer programs, such as SPSS or SAS and experience working with GIS software, computer databases, relational databases, spreadsheets, and Microsoft Office.
3. Valid driver's license at time of appointment and throughout employment.

## **DESIREABLE QUALIFICATIONS:**

- ◆ Master's Degree in Geography, Public Policy, Public Administration, or other related fields of study with a concentration in statistics, research methods, intermediate or higher quantitative or qualitative methods from an accredited college or university.
- ◆ Knowledge of law enforcement computer systems (i.e., RMS, CAD).

## ***Crime Analyst (FPC)***

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- ◆ IACA certification desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- ◆ Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methodology.
- ◆ Ability to prepare and present complex 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 and experience with computer systems in order to conduct research, analyze data, and effectively present and communicate findings.

**SALARY RANGE (2GN):** The annual starting salary is \$53,713 for residents of the City of Milwaukee. The annual starting salary is \$52,169 for non-Milwaukee residents. *Recruitment may be above the beginning of the range depending on experience.*

The City of Milwaukee provides a comprehensive benefit program which includes a Defined Benefit Pension Plan, 457 Deferred Compensation Plan, Health and Dental Insurance, Long Term Disability Insurance, Group Life Insurance, Tuition Benefits, Paid Vacation, 11 Paid Holidays, Paid Sick Leave and other paid leaves.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessments methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.

The Department will begin reviewing applications as soon as practicable after **February 21, 2014**. Applications will be accepted on a continual basis until the needs of the Department have been met. Qualified candidates will be notified of the date, time and place of the examination.

NOTE: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact (414)286-3751.

Persons offered employment must pass a background investigation, medical examination and a pre-employment drug test as a condition of employment.

### **APPLICATION PROCEDURE:**

- ◆ Applications may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.
- ◆ Applications should be returned to: **Health and Safety Specialist Vanessa Armstrong, Milwaukee Police Department, Human Resources Division, Room 427, 749 W. State Street, Milwaukee WI 53233.** Receipts of applications may be discontinued at any time without prior notice, however, recruitment may continue until the needs of the Department have been met.