



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, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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.

DESIRABLE 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).
- ◆ IACA certification desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ 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 The current starting salary (2GN) is \$54,251 for residents of the City of Milwaukee, appointment above the minimum is possible up to \$63,097 with approval. The annual starting salary is \$52,170 for non-Milwaukee residents, with appointment above the minimum is possible up to \$60,676 with approval.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

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

INITIAL FILING DATE - The examination will be held as soon as practical after **November 5, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

APPLICATION PROCEDURE:

- ◆ Applications can be accessed by visiting www.jobaps.com/MIL.
- ◆ Applications and transcripts should be submitted no later than **November 5, 2015**.
- ◆ If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- ◆ The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.
- ◆ For additional information about the position, please contact Vanessa Armstrong, Human Resources Analyst Senior, by email: varmst@milwaukee.gov or phone: (414) 935-7542.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- 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