

Western States Information Network Employment Advertisement



Criminal Intelligence Analyst Supervisor

It is an objective of WSIN to achieve a drug-free work place. Any applicant for WSIN employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with WSIN policies.

- POSITION TITLE:** Criminal Intelligence Analyst Supervisor
- SALARY:** \$5,571 - \$7,109 per month plus 12% for benefits (may be taken in cash in lieu of benefits). Salary will be based on experience.
- POSITION LOCATION:** San Diego, CA
- FINAL FILING DATE:** June 14, 2011 - Applications must be postmarked no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. Applications must have the original signature.

DUTIES/RESPONSIBILITIES:

The Western States Information Network (WSIN) is one of six Regional Information Sharing Systems (RISS) projects funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The Criminal Intelligence Analyst Supervisor (CIAS) will be assigned by WSIN to the Watch Center at the San Diego Law Enforcement Coordination Center (SD-LECC), with day-to-day oversight by the SD-LECC Assistant Deputy Director, and reports to the WSIN Operations Manager located in San Diego, CA.

Employee serves at the pleasure of the Executive Director of WSIN.

The Watch Center provides criminal intelligence information, and case and event deconfliction to law enforcement investigations being conducted in Alaska, California, Hawaii, Oregon and Washington.

Duties include, but are not limited to: coordinating and monitoring the work of criminal intelligence analysts, hiring appropriate staff, organizing, training and supervising their activities; developing unit goals and objectives; directing the use of computer technology relative to case specific information; identifying targets for investigation; providing deconfliction services to law enforcement agencies throughout the United States; preparing management reports and graphs; providing briefings to management and criminal investigators; developing and maintaining training documents and materials, and ensuring that federal and state laws and policies are followed.

EXAMPLES OF DESIRABLE QUALIFICATIONS:

Knowledge of principles regarding personnel supervision; personnel policies and practices; work process flow oversight; ability to analyze and evaluate complex problems and develop effective solutions; coordinate and direct the work of others; establish and maintain cooperative relations with other levels of management; present information and ideas effectively both verbally and in writing; methods, techniques, procedures, and terminology used in criminal investigations; types of crimes, laws, and regulations; knowledge of the criminal justice process from arrest through conviction, incarceration, parole or probation; knowledge of computer applications and worldwide web operation; good understanding of WSIN services and operations; previous supervision experience a plus, and a commitment to providing outstanding services to WSIN participating agencies. Must be able to communicate clearly, understand and answer questions effectively, elicit helpful information, use independent judgement, and take appropriate actions at all times. Additionally, knowledge of 28 CFR part 23, privacy policies, and the protection of privacy and constitutional rights is desirable.

WORKING CONDITIONS:

- The San Diego Watch Center operates from 6:00 a.m. to 10:00 p.m. Monday through Friday.
- Work is performed in an open-office environment with noise from ringing phones; foot traffic; printers, and other office equipment and conversations. This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Ability to sit and operate a computer for long periods of time. Ability to lift up to 20 pounds.
- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to travel as needed, including by air.
- Must be willing to drive and possess a valid California driver's license.
- Must maintain punctual and regular attendance.
- Must successfully pass a peace officer level background investigation to be able to begin employment and be able to attain a Top Secret clearance once hired.

MINIMUM QUALIFICATIONS:

A Bachelors Degree from an accredited college or university plus four years of experience performing analysis work within a criminal or intelligence unit servicing the military or a local, state or federal law enforcement agency;

OR, three years of college coursework and five years of experience as described;

OR, two years of college coursework and six years of experience as described.

Copies of college transcripts or degree must be included with the application.

Preference will also be given to those with supervisory experience.

HOW TO APPLY:

Applicants must complete a WSIN Employment Application (WSIN 100) which must be POSTMARKED no later than the final filing date indicated on this announcement. Applications postmarked or personally delivered after the final filing date will not be accepted.

Applications are available by email request to: revans@wsin.riss.net

Applications will be reviewed to determine whether the applicant meets the minimum qualifications and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed.

WSIN is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

The application must be **postmarked by June 14, 2011**, and mailed to:

Western States Information Network
Attn: Robin Evans
1825 Bell Street, Suite 205
Sacramento, CA 95825

Questions should be directed to Jocelyn Kircher at (858) 495-7297 or by email at jocelyn.kircher@sd-lecc.org