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Bulletin Number	2582BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Sheriff
Position Title	SUPERVISING CRIME ANALYST, SHERIFF
Rebulletin Information	This announcement is a rebulletin to reopen the filing period and to update the application and filing information. Persons who have already applied within the last twelve (12) months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.
Exam Number	J0940E
Filing Type	Standard
Filing Start Date	07/08/2011
Filing End Date	08/04/2011
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	5063.64
Salary Maximum	6640.82
Position/Program Information	Positions allocable to this class work under the supervision of a higher-level manager and are distinguished from Crime Analyst, Sheriff, by their responsibility for serving as supervisor within the Crime Analysis Unit, as well as technical experts in crime analysis techniques and methods of analysis. The incumbents are responsible for assisting in the training, supervision, evaluation, and Department-wide coordination of work methods and products of Crime Analysts, Sheriff. Incumbents coordinate the work of crime analysis satellite units located at Sheriff Stations and specialized units, which are engaged in analyzing series, trends, and patterns of criminal and intelligence activity, utilizing tactical, strategic, and intelligence applications in crime-fighting efforts, identifying organized crime groups and criminal enterprises, and in the preparation of reports of actual and anticipated criminal activity for operation and investigative personnel to develop plans for deployment, prevention, and apprehension.

Essential Job Functions	<p>Supervises, inspects, monitors, and evaluates Crime Analysts, Sheriff, throughout the department in the performance of their duties.</p> <p>Reviews and analyzes crime analysis and intelligence work products such as crime data reports, crime and intelligence charts, maps, bulletins, monthly report data, etc.</p> <p>Conducts annual audits/inspections, writes reports, and presents findings and recommendations to unit commanders on areas requiring improvement.</p> <p>Serves as technical advisor to Crime Analysts in crime analysis techniques and methods of analysis.</p> <p>Participates in the more complex phases of crime analysis work or on special projects, such as the deployment of Mobile Command Centers.</p> <p>Coordinates the sharing of regional crime analysis information by enhancing and maintaining open communication through meetings, workshops, and regular contact.</p> <p>Tests, reviews, and evaluates utilization of automated crime analysis software applications.</p> <p>Provides expert technical advice on crime analysis software use by sworn and civilian personnel throughout the Department.</p> <p>Identifies need for, schedules, and/or provides crime analysis software training.</p> <p>Supervises, trains, and provides overview of Departmental policies and procedures to newly-assigned Crime Analysts, Sheriff.</p> <p>Ensures that an effective liaison is developed and maintained with local, state and federal law enforcement agencies to exchange crime information.</p> <p>Serves as crime analysis subject matter expert to sworn Department personnel and outside law enforcement agencies.</p> <p>Drives to any location in Los Angeles County to perform job-related essential functions.</p>
Requirements	<p><u>SELECTION REQUIREMENTS:</u></p> <p>A Bachelor's degree* from an accredited** college or university in Criminal Justice, Public Administration, Social/Behavioral Science, Computer Science, Math or a closely-related field -AND- three (3) years of paid experience at the level of Los Angeles County classification of Crime Analyst, Sheriff*** reviewing and analyzing crime trends and related data to evaluate crime series, trends, and patterns of criminal and criminal intelligence activity. Experience may be substituted for the required education on a year-for-year basis to a maximum substitution of four (4) years' experience for the Bachelor's degree.</p>
Physical Class	<p>Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p>
License(s)	<p>A valid California Class C Driver License**** is required to perform</p>

Required	job-related essential functions.
Special Requirement Information	<p>*In order to receive credit for any college course work, or any type of college degree, such as a Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing. <i>Transcripts downloaded from the internet are not deemed to be official transcripts and will not be accepted.</i></p> <p>***In County service, experience at the level of Crime Analyst, Sheriff refers to analyzing, preparing reports, and disseminating technical information and data relevant to actual and anticipated criminal activity to operational personnel to increase the effectiveness of patrol deployment, crime prevention, and apprehension of suspects.</p> <p>****License Information: Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE LAST YEAR WILL NOT BE APPOINTED.</p>
Accreditation Information	<p>**Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of an oral interview covering training, experience and general ability to perform the duties of the position weighted 100%. As part of the interview, candidates will also be required to write a brief memo to evaluate written communication skills.</p> <p>CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.</p>
Special Information	<p>Shift: Any Shift APPOINTEES MUST BE WILLING TO WORK ANY SHIFT INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.</p> <p>SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.</p>
Vacancy Information	<p>The eligible list resulting from this examination will be used to fill vacancies within the Los Angeles County Sheriff's Department, Technical Services Division.</p>

Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift Any

Job Opportunity Information **Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Application and
Filing
Information**

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

File using ONE of the methods below:

INSTRUCTIONS FOR FILING ONLINE:

We encourage you to apply online by clicking on the button above or below this bulletin that reads, "**Apply to Job**" so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application by 5:00 pm, PST, on the last day of filing.

NOTE: Candidates who apply online must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (323) 415-2580 within **five (5)** days of filing online, or by the last day of filing, **WHICHEVER COMES FIRST**. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

FILING BY U.S. MAIL OR IN PERSON:

We must receive your completed application and Job Specific Questionnaire (if applicable) at the address below by 5:00 pm, PST, on the last day of filing.

Sheriff's Department
University Centre Building, Professional Exams Unit

101 Centre Plaza Drive
Monterey Park, CA 91754

Applications filed at any other County location will not be accepted if they are not received at the above location by the last day of filing. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit, at (323) 526-5611, TTY (323) 260-5291 OR (323) 267-6669.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Department Contact Name	Professional Exams Unit
Department Contact Phone	(323) 526-5611
Department Contact Email	www.lasd.org
ADA Coordinator Phone	(323) 526-5671
Teletype Phone	(323) 260-5291
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(323) 267-6669

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