

EMPLOYMENT ADVERTISEMENT



Western States Information Network®
1825 Bell Street, Suite 205
Sacramento, CA 95825
(800) 952-5258

It is WSIN's objective to achieve a drug-free work place. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.

- POSITION TITLE:** Criminal Intelligence Specialist (CIS) III, Analytical Unit. Monday – Friday, 8:00a.m – 5:00p.m.
- SALARY:** CIS III \$22.70 - \$27.38* per hour plus 12% as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. *Step level will be determined based upon experience.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** 9/4/19- Applications must include the original signature and be postmarked no later than the final filing date. Applications are available at <https://extranet.riss.net/public/c2cbd8fc-8186-48ef-aded-f42325ec3ebf>. A 6-month candidate pool will be established for subsequent vacancies.

DUTIES / RESPONSIBILITIES

WSIN is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The CIS will be assigned to the Analytical Unit and will report directly to the Manager of the Analytical Unit. Employee serves at the pleasure of the Executive Director of WSIN.

The CIS III in the Analytical Unit performs the most complex analytical techniques, analysis, and dissemination of intelligence information; develops trends and forecasts; makes presentations and provides training to law enforcement personnel; provides criminal intelligence information and investigative assistance to law enforcement agencies, both orally and in writing; conducts in-depth analytical research; provides liaison to local, state and federal law enforcement agencies to ensure a continuing flow of information; uses a variety of tools and resources, including computers, to prepare reports, publications, graphs, charts and correspondence; testifies in court; and other work as required. This is a full journey level position.

DESIRABLE QUALIFICATIONS

Knowledge of criminal intelligence analysis techniques, steps of the criminal intelligence process, and types of applicable crimes and laws. Ability to think critically; collect, analyze, and evaluate criminal intelligence; and disseminate the result in verbal and written form to law enforcement agencies. Ability to work independently, prioritize and work well under pressure. Must be reliable and have an excellent attendance record, excellent computer skills, and familiarity with database management. Must be able to establish and maintain effective working relationships with others and possess excellent communication skills (both orally and in writing). Completion of the Crime and Intelligence Analysis certificate program is considered a plus.

WORKING CONDITIONS

- 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.
- Must be able to communicate and enunciate clearly; ask, understand and answer questions effectively; elicit helpful information; use independent judgment; and take appropriate actions at all times.
- 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 must possess and maintain a valid California driver's license.
- Must maintain punctual and regular attendance.



- Ability to sit, operate a phone and computer for long periods. Ability to lift up to 20 pounds.
- **Must successfully pass a peace officer level background investigation prior to employment (includes credit check, DMV, criminal history, fingerprints, etc.).**

MINIMUM QUALIFICATIONS / PROMOTIONAL OPPORTUNITIES

All applications will be reviewed to verify that they meet the minimum qualifications stated in this section. To receive credit, the application must clearly state the following experience:

CIS III:

- Two years of experience performing criminal intelligence-related duties comparable in level of responsibility to a CIS II, in a governmental law enforcement agency; **AND**
- Equivalent to completion of two years of college (60 units completed), preferably with a Criminal Justice focus. **Unofficial copies of college transcripts or degree must be included with the application.**

Promotional opportunities are available for the CIS III to promote into the CIS IV classification. The promotional requirements for a CIS IV are:

- Ten years or more of progressively responsible experience performing criminal intelligence-related duties comparable in level of responsibility to a CIS III; **AND**
- Equivalent to completion of two years of college (60 units completed), preferably with a Criminal Justice focus.
*Additional performance factors are required.

Salary range for a CIS IV is \$27.98-\$34.02 per hour plus a 12% monthly benefit allowance.

SALARY

CIS III - \$22.70 - \$27.38 per hour plus a 12% monthly benefit allowance (benefit allowance may be taken in cash in lieu of benefits). Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. This is the salary range for the CIS III and represents the first step through the fifth step in the salary range. All step increases are based on merit and are dependent upon availability of funding. Step level will be determined based on experience level of the candidate selected.

HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/c2cbd8fc-8186-48ef-adeb-f42325ec3ebf> or by email request to revans@wsin.riss.net. Applications should be submitted online using the Submit by Email button at the top of the application or by mail to the address listed below.

Applications will be reviewed to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed. No telephonic or web-based interviews will be held.

The application may also be mailed, or hand delivered to:

Western States Information Network
Attn: Tracy Williams
1825 Bell Street, Suite 205
Sacramento, CA 95825

EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY September 10, 2019

Questions should be directed to Tracy Williams at (916) 263-1161 or by email at twilliams5@wsin.riss.net.

WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.