



CITY OF CHINO
invites applications for the position of:

Crime Analyst, Part-time

SALARY: \$32.41 - \$39.50 Hourly

OPENING DATE: 08/08/19

CLOSING DATE: 08/25/19 11:59 PM

JOB DESCRIPTION:

Qualified candidates will be invited to attend a practical written exercise and interview.

Must be able to successfully pass an extensive Police Background Investigation and Administrative Review. Please see Special Requirement Section for more details.

Definition:

Under general supervision, performs a variety of tasks in support of the Police Department's community policing philosophy and crime prevention strategies designed to identify criminal behavior and crime trends; utilizes a variety of data bases and computer driven systems including crime mapping, digital imaging software, and related programs; performs a variety of support functions including developing and presenting analytical data and reports; assists in proactive crime prevention assignments; and performs related work as assigned. Must be available to work a varied schedule of 35 hours per week, with hours adjusted to meet the needs of the department.

DUTIES/RESPONSIBILITIES:

Class Characteristics:

The Crime Analyst is a civilian position.

Essential Functions:

- Perform original research and statistical analysis of crime data; prepare and present reports of findings inclusive of problem solving recommendations.
- Perform crime analysis by extracting and interpreting data retrieved by researching the Department computer data base; format the data; utilize crime mapping/digital mapping software.
- Prepare and disseminate a number of monthly reports and statistical data.
- Develop and maintain liaison with other criminal justice personnel; attend and participate in computer user group meetings for hardware, software, crime analysis, and CLETS systems.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

QUALIFICATIONS:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Associate's degree in criminal justice, liberal arts, social sciences, public administration, or a

related field.

Experience:

- One year of professional level experience performing research, statistical, or crime analysis.

Considerable knowledge of:

- Principles of data collection, organization of data, analysis, and dissemination techniques.
- Methods and techniques of conducting original and independent research.
- Crime patterns and series.
- Law enforcement and court procedures.
- Parole and corrections records and procedures.
- Law enforcement data bases.
- Computer applications, graphics, and word processing programs.
- Behavior of individuals and groups, habit patterns, and the motivating desires of people.
- Basic psychology and sociology.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, report preparation and presentation.

Proficient skill in:

- Operation of a computer.

Ability to:

- Perform complex professional and analytical work.
- Operate a variety of office equipment including computers and applicable software applications, such as Microsoft Office, Microsoft Outlook, ArcView, CrimeView, HP Color Printer, and HR Plotter.
- Extract data and develop a variety of customized reports, charts, graphs, and maps.
- Analyze information and draw valid, logical conclusions.
- Develop data storage and retrieval systems.
- Analyze crime patterns and series.
- Interpret and apply related laws, ordinances, and policies.
- Conduct independent and original research.
- Prepare and present reports.
- Maintain accurate records.
- Use correct English grammar, punctuation, and spelling.
- Provide liaison to other City personnel, other agencies, and the public.
- Deal tactfully and courteously with internal and external customers.
- Establish and maintain cooperative working relationships.
- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of sensitive and privileged information.

SPECIAL REQUIREMENTS:

- Work a varying flexible schedule including weekends, weekdays, evenings, and holidays (hours/days may be adjusted as needed).
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofchino.org>

Position #201900061
CRIME ANALYST, PART-TIME
PB

13220 Central Avenue
Chino, CA 91710

jobs@cityofchino.org

Crime Analyst, Part-time Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements,

omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- Yes
- No

* 2. Were you referred to this position by a current City of Chino Employee?

- Yes
- No

3. If your answer to Supplemental Question #2 was "Yes," and you were referred by a current City of Chino employee, please enter the employee's name here:

* 4. This position requires, at a minimum, an Associate's degree in Criminal Justice, Liberal Arts, Social Sciences, Public Administration, or a related field. Do you meet this requirement and does the information on your application reflect your answer?

- Yes
- No

* 5. This position requires at least one (1) year of professional level experience performing research, statistical or crime analysis. How many years of related experience do you have?

- No experience
- 1 - 2 years
- 2 - 3 years
- 3 - 4 years
- 5 + years

* 6. Based on the qualifications outlined in this job announcement, which computer and applicable software programs are you proficient in?

* 7. Please read and answer all of the following questions. You are admonished to answer all of the questions truthfully and completely. If you are dishonest in your answers, fail to fully answer any question, or misstate any material facts, you may be disqualified from further consideration for this position. The commission of one or more of the offenses listed on this questionnaire may not automatically disqualify you from consideration for this position. Public Safety agency employees must demonstrate integrity and credibility as a witness in a court of law. Your responses to these questions will be evaluated and considered in relationship to your entire application materials and background. Your responses are subject to verification by a polygraph examination. Please respond that you have read the statement above by checking "Yes".

- Yes

* 8. Have you ever used illegal drugs or marijuana?

- Yes
- No

9. If you answered "Yes" to question #8, when was the last time you used illegal drugs or marijuana?

* 10. Have you ever been cited or arrested for DUI, even if you were not convicted?

- Yes
- No

11. If you answered "Yes" to question #10, please explain and include dates:

* 12. Has your Driver's License ever been suspended or revoked?

- Yes
- No

13. If you answered "Yes" to question #12, please explain and include dates:

* 14. How many traffic citations or traffic collisions have you received/been involved in during the past 7 years?

* 15. Have you ever been terminated or asked to resign from any job?

Yes

No

16. If you answered "Yes" to question #15, please explain and include dates:

17. Have you ever received any disciplinary action; including verbal or written reprimand, demotion, denial of merit increase, reduction in pay, suspension (with or without pay), or surrendering earned time off?

Yes

No

18. If your answer to question #17 was "Yes", please explain and include dates:

* 19. Have you ever been accused of misconduct at a place of employment (even if the accusations were unfounded)?

Yes

No

20. If your answer to question #19 was "Yes", please explain and include dates:

* 21. Have you ever left a job without a proper 2 week notice?

Yes

No

22. If you answered "Yes" to question #21, please explain and include dates:

* 23. In the past year, how many times have you called in sick to work when you were not sick or caring for a sick family member?

* 24. Have you ever had a bill go to collections?

Yes

No

25. If you answered "Yes" to question #24, please explain and include dates:

* Required Question