CITY OF BAKERSFIELD
Department of Human Resources
1600 Truxtun Avenue, Bakersfield, CA 93301
(661) 326-3773 / http://www.bakersfieldcity.us
INVITES APPLICATIONS FOR THE POSITION OF:
CRIME ANALYST (O) #01193
An Equal Opportunity Employer

SALARY
$4,277.69 - $5,212.13 / Month

ISSUE DATE: 5/21/19   **FILING DEADLINE:** 6/4/19 by 01:00 PM Pacific Time

THE POSITION: Under general supervision, is responsible for performing statistical research and analysis work in support of police operations; applies crime analysis work in the framework of the Police Department's community policing philosophy; and performs other work as required.

REPRESENTATIVE DUTIES: The following typical tasks and responsibilities are representative of this class. They are descriptive, not limiting. **Essential Duties:** Performs a wide array of duties which include the input, retrieval, collection, compiling, analyzing and summarizing of crime, offender, demographic and related data from a variety of sources and databases including crime reports, records management systems, computer aided dispatch files, county, state and federal criminal information systems, demographic reports and data from other agencies; Identifies crime patterns from data analysis; Produces summary and detail reports of criminal activity and distributes these reports to sworn personnel; Regularly monitors crime activity rates and reduction as related to prevention efforts and programs; Prepares statistical reports and data to assist in the allocation of police resources and personnel; Conducts research and analysis studies of suspects, incidents and locations; Demonstrates knowledge and understanding of departmental policies and procedures as well as criminal law and the justice system; Networks with other agencies in the collection and dissemination of information; Provides courtroom testimony on areas of expertise; Conducts statistical research and studies for management reports concerning staffing, deployment, response times and calls for service; Uses a variety of computer hardware and software applications in the analysis and production of reports, maps, graphic displays and charts; Utilizes computer mapping technology to analyze and report data; Establishes and maintains effective working relationships; Performs other work as required.

MINIMUM QUALIFICATIONS: Applications will be accepted only from those applicants who **CLEARLY** demonstrate on the **COMPLETED APPLICATION, SUPPLEMENTAL QUESTIONNAIRE, DMV RECORD (DATED NO OLDER THAN TWO MONTHS) AND RESUME** that they possess the minimum qualifications which include:
- Graduation from an accredited college or university with a Bachelor's degree in criminal justice, statistics, public or business administration, behavior or computer science or a closely related field, **AND**
- One (1) year of work experience performing research and statistical analysis or crime analysis, preferably with a law enforcement agency, **OR;**
- An equivalent combination of training and experience which provides the capabilities to perform the described job duties, **AND;**
- Possession of a valid Class "C" California driver's license, **AND;**
- Experience in personal computer operation, **AND;**
- Must be able to pass a police background check and polygraph
- **Highly desirable:** Course work or training specifically related to crime analysis

OTHER MINIMUM QUALIFICATIONS: **Knowledge of:** Principles, methods and techniques used in research, statistical and criminal analysis; basic organization and functions of municipal law enforcement and criminal law; modern office equipment including a computer and applicable software; application of various computer software programs including mapping, word processing, spreadsheets and graphics; proper use of English, spelling and grammar; modern police methods and procedures related to crime prevention and crime analysis. **Ability to:** Operate an office computer and a variety of word processing and software applications related to work; utilize a computer to input and retrieve data from internal and external sources; maintain the confidentiality of privileged information; prepare graphic displays, charts, maps, and other related materials; analyze, evaluate and report facts based on data collected; understand, interpret and follow oral and written instructions and materials; operate a variety of office equipment and law enforcement based information equipment; prepare clear, concise and complete narrative or statistical reports and other written materials; attend and successfully complete relevant training courses; conduct complex research and analyze data; prepare and give effective and concise presentations; work independently; establish and maintain effective working relationships. **Physical Conditions or Special Working Conditions:** Standard office environment and working conditions; subject to call back or varied hours if need arises.

EXAMINATION: ORAL APPRAISAL INTERVIEW (Weighted: 100%): June 25, 2019 (Tentative). An appraisal will be made of applicant's education, training, experience, and personal qualifications for the position. A minimum passing score of 70% is required. ****NOTE: Admission to the Oral Appraisal Interview may be limited to those applicants who clearly demonstrate on the application, supplemental questionnaire, DMV Printout and resume the best combination of qualifications. Applicants possessing the minimum qualifications are not guaranteed admittance to the Oral Appraisal Interview.**

BACKGROUND INVESTIGATION (Weighted: Pass/Fail): Prior to the Oral Appraisal Interview, applicants must successfully complete an investigation of their personal history and background to determine suitability for this position with the Bakersfield Police Department.

*1. Did you graduate from an accredited college or university with a Bachelor's degree in criminal justice, statistics, public or business administration, behavior or computer science or a closely related field?

❏ Yes ❏ No

*2. List any college coursework or training you possess in research methods, statistics, data analysis techniques or software, or other related areas which will help you design and conduct crime analysis studies. List course Title, School or Training Organization, and Date of Completion. You are required to attach copies of any certificates or transcripts.

*3. Do you have one (1) year of work experience performing research and statistical analysis or crime analysis, preferably with a law enforcement agency?

❏ Yes ❏ No

*4. If you answered yes to question #3, describe any work experience you possess that has prepared you for the specific tasks of analyzing and presenting data regarding criminals and criminal activity. Identify why you believe the experience is relevant.

*5. Describe your experience in performing crime research and analysis tasks.

*6. Describe your experience in using maps, graphs, charts and reports as it relates to crime analysis.

*7. I have experience in personal computer operation.

❏ Yes ❏ No

*8. **BACKGROUND INVESTIGATION:** Candidates invited to the oral examination will be required to complete and submit a background packet, which includes the Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) by **June 12th by 5:00 p.m.** These documents will be emailed to candidates who are required to complete them. **ORAL APPRAISAL INTERVIEW (Weighted 100%): June 25th (Tentative).** I have reviewed and understand the above information and dates?

❏ Yes ❏ No

*9. I understand that I must submit the following documents: **RESUME, AND** a current **California DMV driver history printout** (dated no older than two (2) months of the filing deadline) with my application by the filing deadline of **June 4, 2019 by 1:00 PM** in order to have my application accepted? You may upload RESUME and DMV printout to your on-line application or submit in-person to the Human Resources Office, 1600 Truxtun Avenue, Bakersfield, CA 93301 or Faxed to (661) 852-2070. When delivering or faxing the documents please reference the recruitment name and number (i.e. Crime Analyst #01193) and submit to the attention of Tracy Sunkes.

❏ Yes ❏ No

*Required Question