SENIOR CRIME ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position, which is located in the District Attorney's Office and the Department of Public Safety, oversees and coordinates a variety of county and third-party electronic criminal analysis systems and projects linking various data sources to support criminal enforcement efforts.   The incumbent ensures efficient and accurate data and operability for criminal analysis across departments and jurisdictions.   This position participates in intra/inter-agency meetings and conferences, makes presentations and implements new projects, phases and expansions in a timely manner. Criminal analysis work is performed as workload allows. This class is distinguished from the lower level Crime Analyst class by responsibility for the systems, processes and projects used in the performance of criminal analyses.   The Senior Crime Analyst provides guidance and leadership on criminal analysis work and the systems used for this and may supervise subordinate staff. Does related work as required.

EXAMPLES OF WORK (Illustrative only):

Coordinates data collection, analysis, interpretation and dissemination to meet the demands of Westchester County's law enforcement communities;

Oversees the gathering, analysis and sharing of data intra/inter-departmentally, with other law enforcement agencies and other segments of the criminal justice community to ensure the multiple systems and projects are functioning properly and used effectively, and makes recommendations to accomplish this;

Monitors and audits data, systems/projects and Crime Analysts' work products and makes applicable recommendations to ensure efficient and accurate data, operability and criminal analyses;

Establishes procedures and processes for receiving and disseminating information via electronic systems to coordinate multi-jurisdictional data sharing, with guidance and input from supervisors, IT personnel, vendors and external contacts;

Organizes and participates in intra/inter-agency meetings and conferences and makes presentations about electronic systems and projects to share data and information amongst jurisdictions;

Trains and provides ongoing guidance and technical assistance to intra/inter-departmental personnel to ensure effective and efficient use of electronic criminal analysis systems and projects;

Implements new and expands ongoing systems and projects in a timely manner, networking and working collaboratively with Information Technology staff, third party vendors, internal personnel and other contacts in the criminal justice community and law enforcement jurisdictions to accomplish this;

Maintains knowledge of state-of-the-art data analysis/processing hardware and software used in criminal analyses;

EXAMPLES OF WORK (Illustrative Only): (Cont'd)

Troubleshoots and assists in resolving intra/inter-departmental application system problems and security concerns with the technical assistance of Information Technology staff and third party vendors;

Analyzes data, research or statistical findings from a variety of sources and prepares and presents statistical crime reports, graphs and maps to identify suspects, determine current and emerging crime problems and patterns, draw linkages and similarities, develop pertinent information on criminals, and make recommendations to assist Westchester County criminal justice departments and other law enforcement agencies to combat and reduce crime;

May testify at court proceedings;

Uses computer applications such as word processing, spreadsheets, databases, mapping, data reporting and analysis software, calendar and email in performing work assignments;

Performs other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:
Thorough knowledge of the principles, methods and techniques used in data collection and crime analysis; thorough knowledge of a variety of county and third-party electronic software systems used for statistical and criminal data analyses, such as SPSS, ArcView/ArcGIS, Analysts Notebook, ACISS systems, and new and developing web-based enforcement systems; good knowledge of basic research methods and procedures used in statistical analysis; good understanding of the criminal justice system and criminal behavior; knowledge of administrative reporting and control procedures and techniques; ability to implement and oversee electronic projects and computer systems across multiple jurisdictions for criminal data gathering, processing and sharing; ability to understand and oversee projects; ability to determine internal and external customers' needs and communicate those to technical people for developing software and systems solutions; ability to collect, analyze and interpret crime statistics and other data using both qualitative and quantitative techniques; ability to create complex maps, graphs, charts and thematic overlays, including geocoding and spatial analysis techniques; ability to understand and analyze complex and detailed written material; ability to prepare and present effective, clear and concise reports and communications, both orally and in writing; ability to develop and maintain effective working relationships; ability to plan individual workload and meet established deadlines; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as calendar, email, word processing, spreadsheets, statistical analysis software, databases, software related to the reporting and analysis of data and/or similar applications; accuracy; thoroughness; tact; courtesy; resourcefulness; initiative; integrity; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) three years of experience (pre or post degree) in a law enforcement agency where the primary function of the position was working with and analyzing criminal information, which included using SPSS, ArcView/ArcGIS, Analysts Notebook or similar applications; or (b) three years of experience (pre or post degree) where the primary function of the position was using SPSS, ArcView/ArcGIS, Analysts Notebook or similar applications, which included responsibility for preparing and providing data, performing statistical analyses, creating tables, etc.; or (c) three years of experience (pre or post degree) where the primary function of the position was conducting investigative work in or for a law enforcement agency and which involved analyzing criminal information using SPSS, ArcView/ArcGIS, Analysts Notebook or similar applications; or (d) four years of experience (pre or post degree) where the primary function of the position was performing research, data analysis and analytical report preparation using automated systems; or (e) a satisfactory equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d).

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in criminal justice, statistical analysis, or a related field may be substituted on a year for year basis for up to two years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE1: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.   Job Class Code: C3226
J.C.: Competitive   Job Group: XI
MQT5