



CLASS TITLE | CRIME AND INTELLIGENCE ANALYST I

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 1533

Effective Date: 08/23/2023

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision, provides technical, analytical and investigative assistance to police personnel to aid in the identification, investigation and arrest of criminal offenders and conspirators; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Utilizes multi-agency data sharing system and other sources to conduct analysis and evaluation of criminal, terrorist or conspirator activity
- Utilizes computer databases, Microsoft and statistical applications to manipulate, analyze and present data
- Conduct routine statistical and strategic analysis for various division and administrators, and prepares comprehensive analytical products such as reports, charts, graphs and tables
- Reads, interprets and summarizes incident reports to obtain information about crimes committed, and responds to requests for crime statistics from the news media, civic organizations, and the general public in accordance with the Oklahoma Open Records Act
- Responds to ad-hoc requests for data, information, and investigative assistance from local, state and federal agents, police officers and investigators
- Research, retrieve and evaluate confidential information related to complex criminal investigations
- Conducts background research on possible suspects and collects, compiles and analyzes intelligence data with State, County and Federal agencies utilizing various databases to research information
- Determines criminal association and patterns of criminal activity relating to specific offenders or groups of offenders; maintains records and intelligence files on certain repeat criminal offender to recognize modus operandi
- Produce and disseminate intelligence bulletins and summaries regarding criminal activity or enterprises that may affect officer safety
- Creates profiles on criminals, locations or wanted fugitives
- May be required to testify in court
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in behavioral science, statistics, mathematics, engineering, data analytics, geographic information systems, information technology, criminal justice or related field; **and,**
- (b) Two (2) years of experience in specialized research and analysis relevant to the essential tasks listed in this job description

PAY INCREASE OPPORTUNITIES

This position is part of a progression family and is eligible for pay increase within the progression program. More information can be found [here](#).



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Knowledge, Abilities and Skills:

Good knowledge of:

- Methods and techniques used in researching, compiling, sorting evaluating and analyzing relevant statistical information to perform crime analysis and criminal investigations
- Criminal and terrorist profiles and crime patterns
- Microsoft Office computer software
- Research and data mining

Ability to:

- Assist internal and external customers
- Summarize and disseminate information in a clear and effective manner
- Discreetly handle sensitive and confidential information

Skill in:

- Recording and organizing data
- Identifying and using potential sources of data
- Maintaining accurate detailed records
- Critical thinking and problem solving
- Establishing and maintaining effective working relationships

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with high noise and toxic fumes; and may have minimal exposure to narcotics.

EEO Code: N-02

Group: Clerical and Administrative

Series: Clerical and Administrative