

**CRIME AND INTELLIGENCE ANALYST
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

Note: Refer to the Crime and Intelligence Analyst Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines, and procedures.

Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

To Become: CRIME AND INTELLIGENCE ANALYST I (AT-32)
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EDUCATION: 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 a related field

EXPERIENCE: Two (2) years of experience in specialized research and analysis relevant to the essential tasks listed in this job description.

LICENSES/CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver license.

DEMONSTRATED SKILL PROFICIENCY: Successful completion of entry level analytical work, as approved by management.

<i>1st Proficiency Increase:</i>
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An increase to the next step within the AT-32 pay grade will be awarded to the Crime and Intelligence Analyst I who successfully completes the following:

- Twelve (12) months experience as a Crime and Intelligence Analyst I; **and**
- Completes training in four or more analytical activities and has obtained authorization to perform independent work by the laboratory director; **and**
- Demonstrates proficiency in at least one administrative duty outside of the employee's normal job duties, relevant to the division, that supports cross-training across job classifications, not previously submitted, as approved by management; **and**
- Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), catalog not previously taken, as approved by the laboratory director, or designee.

To Become: CRIME AND INTELLIGENCE ANALYST II (AT-36)

EDUCATION: 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 a related field

EXPERIENCE: Three (3) years of experience in specialized research and analysis relevant to the essential tasks listed in this job description

LICENSES/CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver license and demonstrate pursuit of membership in a relevant professional organization within six (6) months of date of hire

DEMONSTRATED SKILL PROFICIENCY: Successful completion of demonstrated competency of designated department and City of Tulsa job requirements

1st Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to the Crime and Intelligence Analyst II who successfully completes the following:

- Twelve (12) months experience as a Crime and Intelligence Analyst II; **and**
- Completes training in four (4) or more analytical activities, not previously submitted with authorization to perform independent work by the laboratory director; **and**
- Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) catalog, not previously taken, as approved by the laboratory director, or designee.

To Become: SENIOR CRIME AND INTELLIGENCE ANALYST (AT-40)

EDUCATION: 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 a related field

EXPERIENCE: Four (4) years of experience relevant to the essential tasks listed in this job description

LICENSES/CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver license and active membership in a relevant professional organization

DEMONSTRATED SKILL PROFICIENCY: Successful completion of demonstrated competency of designated department and City of Tulsa job requirements

1st Proficiency Increase:

An increase to the next step within the AT-40 pay grade will be awarded to the Crime and Intelligence Analyst who successfully completes the following:

- Twelve (12) months experience as a Senior Crime and Intelligence Analyst; **and**
- Completes technical training in two (2) or more analytical activities, not previously submitted, with authorization to perform independent work by the laboratory director; **and**
- Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) catalog, not previously taken, as approved by the laboratory director, or designee; **and**
- Completes leadership or management training, not previously taken, as approved by the laboratory director, or designee