



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	CRIMINAL ANALYST	<u>SCHEDULE:</u>	C
<u>DIVISION:</u>	POLICE SUPPORT SERVICES	<u>PAYGRADE:</u>	15
<u>DEPARTMENT:</u>	COMMUNITY SERVICES & PUBLIC SAFETY		

JOB SUMMARY:

The Criminal Analyst conducts specialized research work involving the application of moderately advanced research and analytical techniques to support criminal investigative activities and the development of detachment projects and programs. The incumbent collects, evaluates, analyzes, and interprets a wide variety of investigative and intelligence data and information; monitors and identifies crime patterns, trends, and other factors; participates and provides analytical support in the development of projects and programs; prepares reports and recommendations based upon analysis; and establishes and maintains liaison with a variety of internal and external contacts. The incumbent exercises considerable independence of judgment and action in carrying out assignments, discussing unusual, more complex or policy issues with a superior who reviews work performance in terms of quality of services rendered and achievement of desired results.

Through the course of his/her duties, the incumbent will be exposed to extremely graphic and disturbing information and visual materials. From time to time, as crime investigations warrant, the incumbent will be working in extremely stressful situations under significant deadlines. As a condition of employment, the incumbent is required to obtain and maintain an RCMP Top Secret Security Clearance. Performs related duties. Schedule D Hours.

MAJOR RESPONSIBILITIES:

Under general supervision of the Technical Unit Supervisor:

Conducts specialized research work by:

- determining, designing and developing data collection strategies, techniques and methods used in the intelligence process by researching, evaluating, interpreting, and analyzing information to identify criminal trends and patterns and to develop tactical, operational and strategic intelligence products;
- providing expert advice on complex criminal investigations, assessing intelligence and providing tactical, operational, and strategic analysis for judicial purposes, including providing expert witness testimony in court;
- identifying and illustrating criminal trends, patterns, series, behaviors, and associations between relevant individuals to guide crime reduction strategies and operational priorities;
- locating intelligence gaps to guide investigators/resource allocations and provide direction to team leaders;

- establishing a network of internal and external contacts in order to exchange information/criminal intelligence and identify upcoming trends or movement of goods or prolific offenders and persons of interest between communities;
- gathering data and information from multiple sources to prepare reports, scans, briefing notes, and profiles;
- participating in presentations as an expert criminal intelligence resource.

QUALIFICATIONS:

Education: University Degree in Social Science, Business Administration, Commerce, Finance, Mathematics, Statistics, Law or Contemporary Studies.

Experience: Two or more years of professional experience in a research or analytical environment (researching, writing and analyzing documents; handling and secure storage of sensitive materials). Two or more years of experience working with related office technology, software and applications. An equivalent combination of education and experience may be considered.

Knowledge and Skills:

Considerable knowledge of research, statistical and analytical principles, practices, procedures, methods and techniques related to the work performed. Considerable knowledge of the organization and functions of the various internal sections and of the regulations, policies and practices governing the work performed. Sound knowledge of computer applications and procedures and police information systems related to the work performed. Sound knowledge of the criminal justice system and its components as they relate to the work performed. Ability to perform research and analytical tasks, interpret statistical and narrative data, and prepare forecasts, projections, and reports on various matters. Ability to present results, conclusions, and recommendations orally and in writing. Ability to participate in the development of various detachment projects and programs. Ability to perform assigned duties under minimal supervision. Ability to establish and maintain cooperative working relationships with representatives of other agencies. Willingness and ability to work flexible and irregular work hours on short notice. Adaptability. Ability to multitask and prioritize effectively around multiple strict and ongoing deadlines. Strong analytical skills. Considerable skill with data entry tasks. Demonstrated attention to detail. Ability to handle constant exposure to extremely graphic and disturbing information. Ability to respond to a high volume of work under extremely stressful situations. Demonstrated commitment to customer service. Ability to work within a proactive team environment. Strong time management, organizational and prioritizing skills. Demonstrated judgment and problem solving abilities. Excellent interpersonal skill to build and maintain cooperative working relationships with other City employees and RCMP members. Ability to deal courteously, tactfully and diplomatically with internal and external partners. Ability to work effectively with minimal supervision. Knowledge of health and safety regulations, occupational hazards and safe work procedures as it relates to this position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license:	No.
Vehicle Usage:	No.
Police Information Check:	Yes. As a condition of employment, the incumbent must be able to obtain and maintain an RCMP Top Secret Security Clearance.

Prepared by: Cooper
Date prepared: July 2015
Date revised:
Revised by: