CITY OF DELRAY BEACH
invites applications for the position of:

Crime Analyst
Police Department

An Equal Opportunity Employer

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<th>SALARY</th>
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<tr>
<td>Hourly</td>
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<tr>
<td>$21.29 - $33.01</td>
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<td>Annually</td>
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<td>$44,283.20 - $68,660.80</td>
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OPENING DATE: 03/22/17  CLOSING DATE: 04/05/17 05:00 PM

**Pay for new employees typically starts at the minimum of the posted range**

Veterans' Preference Applies

EEO Statement
The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services

Non-Smoking
The City of Delray Beach is a Non-Tobacco Workplace. The City will not consider applicants who have used tobacco or nicotine products for a period of at least three months prior to application for employment. The definition of "tobacco or nicotine products" includes but is not limited to, cigarettes, cigars, chewing tobacco, pipes, snuff, e-cigarettes and nicotine patches or gum.

This position involves analysis duties such as developing regular crime and calls for service bulletins; conducting and presenting historical analysis on both general and specific crime and calls for service information; analyzing data for crime trends, undertaking tactical crime analysis and assisting with comprehensive research projects. Position is accountable for receiving, analyzing and collating raw criminal data and producing accurate trends, reports, and information to assist with crime prevention. Work is performed under general direction.

ESSENTIAL JOB DUTIES:
Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Develop and maintain Tactical, Strategic, Administrative and Operational analytical capabilities. Conduct statistical, strategic and tactical crime analysis and plans, identifying current crime series and hot spots. Prepare monthly, quarterly, annual, and on-request reports.

- Respond to ad-hoc requests for data and reports from all levels and units of the department. Provide information to police and city administration for decision making purposes; present analysis and statistics in various internal and external forums.
- Develop and manage databases, data system integrity and security, electronic spreadsheets, desktop publishing, word processing and statistical applications.

- Manipulate, analyze and present data. Develop statistical data resources to assist in proactive and targeted investigations, preventative enforcement and education, identification of theft patterns, trends and criminal organizations, and identification of known and repeat offenders.

- Conduct briefings and presentations of analytical findings and conclusions utilizing prepared maps, charts and graphs indicating criminal trends and provide analysis and explanations for these trends, as well as other correlations and indicators.

- Monitor local, regional, and national crime trends. Forecast criminal trends based on computer analysis of current and past criminal activity.

- Interact and communicate with Police personnel, other City employees, and the community on crime analysis/research issues. Respond to requests for various information and statistical reports. Make written and oral presentations.

- Research and analyze complex law enforcement data; identify and interpret criminal activity, patterns and trends. Forecast trends to aid in staffing and deployment of police personnel.

- Attend regional meetings of law enforcement personnel and other conferences to share information on crime series, patterns, new methodologies, and developing tools.

- Collect and organize criminal information from all available resources including the Uniform Crime Reporting (UCR) system, the National Incident-Based Reporting System (NIBRS), field interview reports, intelligence sources, other agencies, and media. Crime bulletins review of crime reports and supplements, informational surveys, and retrieval of crime information to study and analyze past and existing crime series patterns and trends.

- Analyze known offenders' MO's and establish timelines to perform suspect/crime correlation to provide suspect leads and targets for surveillance or directed patrol.

- Analyze short term and long term crime patterns and trends using probability studies and complex statistical analysis such as random samplings, correlation, and regression analysis; develop and test hypotheses; develop victim and suspect profiles; forecast future criminal activity.

- Fosters positive employee relations and employee morale on a City-wide basis.
MINIMUM QUALIFICATIONS:
Minimum Qualifications and Requirements: Bachelor's degree from a four-year college or university with major course work in quantitative methods, management, criminal justice, education or public administration. Applicants must be proficient in the use of personal computers in a Windows and MS Office operating environment. Preferred applicants will have verifiable experience in statistical research, crime analysis and analysis using automated systems/records. Preferred applicants will hold Certified Law Enforcement Analyst credentials.

Because of the confidential and sensitive name of information handled, successful completion of a polygraph and background investigation is required. Knowledge of principles and application of mathematics, statistics and logic. Ability to research principles and techniques such as quantitative and qualitative analysis. Knowledge of principles and practices of professional and technical writing. Knowledge of basic police methods and procedures along with modern office practices and procedures. Knowledge of general computer functions and PC computer software applications. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to communicate effectively in oral and written form. Ability to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

SUPPLEMENTAL INFORMATION:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk, climb, drive, stand and reach above shoulders. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, color and depth perception and the ability to adjust focus. Works inside and occasionally outside. Works both closely with others and works alone

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.
Crime Analyst Supplemental Questionnaire

* 1. Are you fluent in any language other than English, including American Sign Language?
   - Yes
   - No

* 2. If you answered "Yes" to question #1. Please list language(s) that you are proficient (read, write, speak) in below: If you answered "no" please write "N/A"

3. Ethnicity:
   - White
   - Black
   - Hispanic
   - Asian/Pacific Islander
   - American Indian/Alaskan Native
   - Other / More than one

* 4. Do you possess - or are you eligible to immediately obtain - a valid Florida driver's license?
   - Yes
   - No

* 5. Do you possess a DD-214 or NGB-22 documenting prior Military service? Please respond accordingly below:
   - Yes, I received an Honorable Discharge
   - Yes, I did not receive an Honorable Discharge
   - No, I have no prior military service

* 6. Have you earned a degree, with coursework in, or related to, quantitative methods, management, criminal justice, education or public education, from a regionally accredited college?
   - Bachelors Degree
   - Graduate Degree
   - Doctorate Degree
   - No

* 7. If you answered "yes" to having a degree in question #6, please write the degree title held, and the institution earned from in the space provided. If you answered "no" please write "N/A".

* 8. Have you ever been a member or been associated with any group or organization, which advocates the overthrow of the government of the United States, or advocates hatred or violence toward another race?
   - Yes
   - No

* 9. Have you suffered from or have been treated for a controlled substance addiction (excluding tobacco) within the last 60-months (5 years)?
* 10. In accordance with FSS 943.0585(4)(a), a person seeking employment with a criminal justice agency must provide all information surrounding an arrest(s) covered by an expunged or sealed record. Have you ever been the subject of an arrest that is covered by an expunged or sealed record?

- Yes
- No

* 11. If you answered "yes" to the above question #10, please provide an explanation pertaining to your record(s) surrounding an arrest(s) covered by expunged or sealed records, including dates, jurisdiction and final disposition. If you answered "no" then write "N/A".

* 12. Do you have relevant, verifiable, experience employed as a Law Enforcement Analyst?

- None
- 1-2 years
- 3-5 years
- 5 or more years

* 13. If you answered "1-2, 3-5 or 5 or more" to question #12, please briefly describe your experience as a crime analyst and what department or jurisdiction you worked for. If you answered "none" please write "N/A".

* 14. Do you currently hold, or are you immediately eligible for certification as a Law Enforcement Analyst?

- Yes
- No

* 15. Have you completed the Florida Law Enforcement Analyst Academy? (FLEAA) (If you answered "yes", please attach certificate(s) to your application for review and consideration).

- Yes
- No

* 16. Have you completed the Florida Law Enforcement Analyst Training I? (FLEAT I) (If you answered "yes", please attach certificate(s) to your application for review and consideration).

- Yes
- No

* 17. Have you completed the Florida Law Enforcement Analyst Training II? (FLEAT II) (If you answered "yes", please attach certificate(s) to your application for review and consideration).

- Yes
- No

* Required Question