

# CRIME ANALYST

Recruitment #2010-2305-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	11/6/2020 08:30:00 AM
<b>Filing Deadline</b>	11/30/2020 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

*This non-sworn (civilian) position is exempt from Civil Service and serves at the pleasure of the Chief of Police.*

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.*

## PURPOSE

**Working in the Office of Management Analysis and Planning or the Fusion Division and under the direction of the Commanding Officer and the Crime and Intelligence Manager, the Crime Analyst collects, collates, analyzes, disseminates, and evaluates crime data to discover developing trends, patterns, and changes in criminal activity using mapping and other analytical software.**

## ESSENTIAL FUNCTIONS

- Produce information related to crime trends to assist the department in preventing and suppressing criminal activities, aiding the investigative process, increasing apprehension of offenders, and clearing cases.
- Prepare data used to make recommendations on workforce deployment and resource allocation.
- Maintain statistical reports detailing the results of analyses, conclusions, and recommendations; prepare periodic statistical reports for departmental commanders.
- Measure and forecast long-term public safety activity related to problem-solving, intervention, and crime reduction efforts.
- Collect, analyze and interpret data and crime information received from various departmental units and Federal, State and local law enforcement agencies.

- Maintain proficiency with geographic information systems (GIS) software and crime analysis methods and tools.
- Train departmental members on crime analysis techniques, including how to access and analyze various types of data.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. Bachelor's degree in statistics, sociology, criminal justice, or a closely related field from an accredited college or university.
2. One year of experience conducting research using complex statistical analysis and statistical computer programs.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered.*

***IMPORTANT NOTE:*** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.*

## DESIRABLE QUALIFICATIONS

- Master's degree in geography, public policy, public administration, or a related field with a concentration in statistics, research methods, and quantitative or qualitative methods from an accredited college or university.
- Knowledge of law enforcement computer systems, i.e., Records Management System (RMS) and Computer Aided Dispatch (CAD).
- The International Association of Crime Analysts (IACA) certification.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read, interpret, and explain complex technical information.
- Knowledge of and ability to use sophisticated computer applications to conduct research, analyze data, and effectively present and communicate findings; knowledge of SPSS, SAS, or comparable programs; SQL; Tableau; geographic information systems (GIS); relational databases; and spreadsheet programs.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods; ability to prepare and present complex statistical reports.

- Ability to use both tactical and strategic crime analysis techniques when addressing crime problems.
- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Oral and written communications skills to be able to effectively prepare and present findings to command-level officers and law enforcement officials from other agencies.
- Interpersonal skills to be able to collaborate and innovate with team members in a quasi-military environment under stressful and sometimes critical situations.
- Ability to work cooperatively, effectively, and fairly with people whose backgrounds may differ from one's own.
- Planning, organizational, and time management skills.
- Ability to maintain confidentiality and exercise discretion in all work-related activities.
- Ability to engage in continuous improvement activities to improve departmental programs and services.

## CURRENT SALARY

The current salary range (2GN) is \$54,251-\$72,063 annually, and the resident incentive salary range for City of Milwaukee residents is \$55,879-\$74,225 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision.

**INITIAL FILING DATE:** The selection process will be conducted as soon as practical after **Monday, November 30, 2020**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

***NOTE: Candidates must pass a Milwaukee Police Department background investigation before hire.***

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- Transcripts, resumes, and copies of certifications should be submitted with the application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) by the application closing date.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

*For additional information about the position, please contact **Jamie Heberer, Human Resources Analyst Senior**, by email: [jahebe@milwaukee.gov](mailto:jahebe@milwaukee.gov) or by phone: 414.935.3980.*

## CONCLUSION

*EEO Code 204*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*