



**MEMORANDUM
HUMAN RESOURCES**

TO: Board of Supervisors **DATE: July 12, 2016**
FROM: Lori Walsh, Human Resources Director
SUBJECT: Creation of Crime Analyst Classification Series and Position Allocation Changes

ACTION REQUESTED

Introduce an un-codified Ordinance amending the Schedule of Classifications and Compensation Ordinance and the Allocation of Positions to Departments Ordinance related to the creation of the Crime Analyst classification series, and position changes within the Sheriff's Department and the Department of Public Works & Facilities, and waive oral reading.

Background

As a result of the meeting held June 13, 2016, the Civil Service Commission is recommending creation of the classified positions of Crime Analyst I/II and Senior Crime Analyst as well as the reclassification of positions in the Sheriff's Office and the Department of Public Works and Facility Services.

Basis for Recommendation:

Sheriff's Office Crime Analyst Classification Series

Increased automation and developments in the field of criminology as detailed in the list below has resulted in the evolution of duties beyond the scope of the currently allocated Administrative Technician classification:

- Collect, research, and analyze a variety of law enforcement, crime, and intelligence data using qualitative and quantitative methods; identify and interpret criminal activity, patterns, relationships, profiles and trends.
- Monitor and identify trends in criminal activity countywide in support of the Sheriff's Office area command strategy; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.
- Extract and analyze data and records and identify relevant information; prepare a variety of predictive and descriptive technical reports regarding crime patterns,

individuals, associations, flow, operations, and threats based on distillation and synthesis of all available information.

- Coordinate with sworn and non-sworn Sheriff's Office staff, staff from other agencies or jurisdictions, and others to identify requirements for intelligence/crime analysis products; maintain liaison with other jurisdictions and agencies.
- Develop or assist in the development of statistical tracking systems, intelligence databases and management reports for identification of trends as identified; develop detailed maps using Geographic Information Systems (GIS) software and analyses of spatially-referenced data, including crime reports, calls for service, parolees, sex or arson registrants, complaints, and other relevant data.
- Design and recommend systems, procedures, forms and instructions for internal use; apply conventional and computer-based modeling, logic and hypothesis testing algorithms and statistical analyses; prepare complex analytical and statistical reports.

Similarly, the position currently allocated as a Staff Services Analyst II would be tasked with the following duties at the Senior Crime Analyst level:

- Plan, prioritize, assign, supervise, and review the work of assigned staff; participate in the selection of staff; ensure work is completed in a timely and efficient manner; review work products and conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Work with management staff to develop and implement unit goals and objectives; establish schedules and methods for achieving work objectives.
- Evaluate operations and activities of the unit and recommend improvements and modifications; prepare various reports on status of assigned projects, operations, and activities.
- Develop and implement policies, guidelines, operations and procedures for the unit; understand and interpret complex rules, laws, regulations, and procedures.
- Research, evaluate and recommend new technology; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.
- Review and analyze current/proposed legislation and advise management on the impact or potential impact; assist in analysis of federal and state statutes, codes

and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.

The specialized nature of the work performed did not support a match to any existing County classifications. Market analysis also supported the creation of a separate classification series for Crime Analysts due to the specialized nature of work performed and minimum education and experience requirements that are specific to crime analysis. The compensation for the Crime Analyst I/II levels are aligned with the Staff Services Analyst I/II classification levels based on the scope of responsibility and level of work performed, knowledge and abilities required, internal alignment with other professional classifications, and local market data. In consideration of the same criteria, compensation for the advanced journey Senior Crime Analyst level in the series is commensurate with the Senior Staff Services Analyst classification.

Department of Public Works and Facility Services

A review of the Position Inventory Questionnaire (PIQ) submitted by the incumbent, information obtained through a desk audit with the incumbent, and discussions with management staff confirmed that the duties and tasks performed by the incumbent rise to the level of a Staff Services Analyst – Senior. In addition to the Staff Services Analyst II duties, the incumbent performs duties and responsibilities where the level of responsibility, complexity of the duties assigned, and the independence of action taken rise to the Senior level including, but not limited to, the following:

- Independently researching grant opportunities for the Department of Public Works and Facilities; complex analysis of the conditions and requirements of grants; and forwarding to Management a detailed analysis and recommendation when appropriate.
- Analyzing complex federal, state and local statutes and regulations as it relates to grants and contracts in multiple areas such as wastewater, water, groundwater, solid waste, and air pollution control.
- Independently negotiating on behalf of the Department grants and contracts with outside vendors, consultants or organizations and moving forward to Management for review and final approval.
- Conducting complex and difficult administrative analyses of organizational systems and procedures with administration and monitoring of multiple grants and contracts.

FISCAL IMPACT

The cost of creating the Crime Analyst I/II and Senior Crime Analyst classifications and reclassification of the incumbents is approximately \$9,880 annually which is included in the Sheriff's Office FY 16/17 budget. The reclassification of the Staff Services Analyst II position to the Senior level is approximately \$8,000 annually which is included in the Department of Public Works and Facility Services FY 16/17 budget.

Attachment 1 – Job Specifications

Attachment 2 - Ordinance

CRIME ANALYST I/II

DEFINITION

To analyze crime and intelligence data and conduct research; to monitor and identify trends or patterns in criminal activity within the County and disseminate this information to Sheriff's Office staff; to develop and maintain intelligence databases and ensure compliance of registered offenders.

DISTINGUISHING CHARACTERISTICS

Crime Analyst I

This is the entry-level class in the Crime Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision progressing to general supervision while learning job tasks.

Crime Analyst II

This is the full journey level class within the Crime Analyst series and is distinguished by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

The Crime Analyst class is distinguished from the Senior Crime Analyst in that the latter is assigned the most complex, difficult and sensitive crime analysis projects and exercises direct supervision over professional staff.

SUPERVISION RECEIVED AND EXERCISED

Crime Analyst I

Incumbents work initially under immediate supervision from an assigned supervisor while learning job tasks, progressing to general supervision as the procedures and processes of the assigned areas of responsibilities are learned. Incumbents may exercise technical and functional supervision over technical and/or clerical staff as needed.

Crime Analyst II

Receives general supervision from assigned Sheriff's Office supervisory and management staff. Incumbents may exercise functional or direct supervision over technical, professional, and/or clerical staff as needed.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following.

Collect, research, and analyze a variety of law enforcement, crime, and intelligence data using qualitative and quantitative methods; identify and interpret criminal activity, patterns, relationships, profiles and trends.

Monitor and identify trends in criminal activity countywide in support of the Sheriff's Office area command strategy; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.

Extract and analyze data and records and identify relevant information; prepare a variety of predictive and descriptive technical reports regarding crime patterns, individuals, associations, flow, operations, and threats based on distillation and synthesis of all available information.

Participate in the selection of staff; provide or coordinate staff training; supervise, assign and review the work of clerical and technical staff.

Coordinate with sworn and non-sworn Sheriff's Office staff, staff from other agencies or jurisdictions, and others to identify requirements for intelligence/crime analysis products; maintain liaison with other jurisdictions and agencies.

Review and analyze current/proposed legislation and advise management on the impact or potential impact; assist in analysis of federal and state statutes, codes and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.

Develop or assist in the development of statistical tracking systems, intelligence databases and management reports for identification of trends as identified; develop detailed maps using Geographic Information Systems (GIS) software and analyses of spatially-referenced data, including crime reports, calls for service, parolees, sex or arson registrants, complaints, and other relevant data.

Create charts, association matrices, link analyses, crime calendars, graphs, and exhibits to assist in investigations, tactical operations, and prosecution.

Conduct briefings and/or presentations of crime and intelligence information for Sheriff's Office employees and outside agency personnel; prepare a variety of bulletins and other time sensitive informational materials for dissemination of information.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative functions; assist in the development and implementation policies and procedures.

Design and recommend systems, procedures, forms and instructions for internal use; apply conventional and computer-based modeling, logic and hypothesis testing algorithms and statistical analyses; prepare complex analytical and statistical reports.

Evaluate investigative computer software tools and make recommendations for system enhancements; provide technical assistance on the functionality of job specific

PLACER COUNTY
Crime Analyst I/II (Page 3)

information systems; plan, collect, and analyze open source information from the internet while staying attentive to new local media sources and trends.

Prepare correspondence and reports; establish and maintain a variety of files, records, and statistics, including case files, activity logs, unit statistics, and crime data; ensure documentation, retention, and destruction of crime data complies with Federal, State, and local laws and regulations.

Track registered Sex and Arson Offenders within the County; produce time sensitive law enforcement bulletins, hot sheets, and other law enforcement related documents.

May represent the work unit or Sheriff's Office as required; may testify in court.

Conduct special projects and staff training related to crime analysis and related computer system applications.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Crime Analyst I

Knowledge of:

- Principles and practices of law enforcement administration, organization, programs and functions.
- Principles of criminology.
- Statistical and logic methods and analysis used to solve crime problems and the use of statistics in reports.
- Report preparation and presentation.
- Research methods, tools and techniques used to develop and present information.
- Computer systems and software, including word processing, spreadsheet, logic/hypothesis testing, charting and graphing, and database applications and software.
- Office procedures, methods and computer equipment.
- Standard accepted English usage, spelling, punctuation, and grammar.

Ability to:

- Collect, evaluate, analyze and interpret complex information and data; analyze work papers, reports and special projects; identify and interpret information from a variety of sources.
- Analyze problems quickly and objectively; determine proper course of action, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

PLACER COUNTY
Crime Analyst I/II (Page 4)

- Perform moderately complex mathematical and statistical calculations accurately.
- Determine effective method of research; and compile data and present in form most likely to enhance understanding.
- Use a variety of computer software applications including but not limited to mapping, graphing, charting, databases, and spreadsheets; design forms and draft procedures for approval.
- Obtain information through interview; handle multiple assignments; deal firmly and courteously with County staff and the public.
- Maintain confidentiality of highly sensitive information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Sit at desk for long periods of time or in meetings; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift light weight.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- **Experience:**

One year of increasingly responsible work experience conducting detailed analysis on information or data collected which requires the preparation and submission of findings, projections, or conclusions with recommendations.

Experience working with crime or intelligence related data is preferred.

- **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, crime analysis, law enforcement/public safety, public administration, intelligence studies, homeland security, sociology, statistics and research methodology, computer science, geographic information systems, or a related field.

License or Certificate

- Possession of a California Department of Justice Crime and Intelligence Analysis certification or equivalent comparable certification within one year of appointment.

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Crime Analyst II

In addition to the qualifications for Crime Analyst I:

Knowledge of:

- Principles and practices of crime and intelligence analysis, including collecting, validating, analyzing, and disseminating crime data; predicting and forecasting of future criminal activity; developing target criminal profiles; documenting associations and relationships between people, organizations, and events.
- Geographic Information Systems and mapping software applications; charting and graphics systems and software.
- State and federal privacy and civil liberty statutes associated with criminal justice operation systems.

Ability to:

- Develop and test hypotheses, forecasts, and predictives regarding criminal activity; apply conventional and computer based modeling, logic, structured analytic techniques, hypothesis testing algorithms, and statistical analyses.
- Know laws, regulations and codes; remember various rules and interpret policy; observe and problem solve operational and technical policies and procedures.
- Recommend and implement policies, guidelines and procedures.
- Develop and maintain computer database systems; retrieve raw data from multiple data sources (data mining); write and read code and parse data connections; maintain proficiency in using complex internet/web-based computer applications.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- **Experience:**

Two years of increasingly responsible crime analysis work experience performing duties similar to a Crime Analyst I with Placer County.

- **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, crime analysis, law enforcement/public safety, public administration, intelligence studies, homeland security, sociology, statistics and research methodology, computer science, geographic information systems, or a related field.

License or Certificate

- Possession of a California Department of Justice Crime and Intelligence Analysis certification or equivalent comparable certification.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

SENIOR CRIME ANALYST

DEFINITION

To act as a lead in the performance of administrative and analytical functions related to crime and intelligence analysis work; to identify and communicate crime trends or patterns; and to ensure completion of tasks in compliance with established policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Crime Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the high degree of broad based and specialized knowledge required.

Employees perform the more difficult and responsible types of duties assigned and exercise direct supervision over assigned Crime Analysis Unit staff. Employees at this level are required to be fully trained in all policies, procedures, and operational systems related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Sheriff's Office management staff.
Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, prioritize, assign, supervise, and review the work of assigned staff; participate in the selection of staff; ensure work is completed in a timely and efficient manner; review work products and conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Work with management staff to develop and implement unit goals and objectives; establish schedules and methods for achieving work objectives.

Evaluate operations and activities of the unit and recommend improvements and modifications; prepare various reports on status of assigned projects, operations, and activities.

Develop and implement policies, guidelines, operations and procedures for the unit; understand and interpret complex rules, laws, regulations, and procedures.

Research, evaluate and recommend new technology; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.

PLACER COUNTY
Senior Crime Analyst (Page 2)

Collect, research, and analyze complex or highly sensitive law enforcement, crime, and intelligence data using qualitative and quantitative methods; identify and interpret criminal activity, patterns, relationships, profiles and trends.

Develop and maintain specialized databases, files, and records; develop automated and/or manual documents related to information needs of assignment.

Prepare predictive and descriptive technical reports regarding crime patterns, individuals, associations, flow, operations, and threats based on distillation and synthesis of all available information.

Prepare a variety of bulletins and other time-sensitive informational materials for dissemination of information.

Plan, collect, and analyze open source information from the internet while staying attentive to new social media sources and trends.

Work with staff from other agencies, departments, or the Sheriff's Office to identify requirements for intelligence/crime analysis products; maintain liaison with other jurisdictions and agencies.

Review and analyze current/proposed legislation and advise management on the impact or potential impact; assist in analysis of federal and state statutes, codes and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.

Ensure that records and information are documented, retained, and discarded in accordance with Federal, State, and local laws and regulations.

May represent the work unit or Sheriff's Office as required; testify in court as an expert witness on information and materials analyzed.

Prepare and maintain a variety of records and statistics including case files, activity logs, unit statistics, and crime data.

Conduct briefings and/or presentations of crime and intelligence information for Sheriff's Office employees and outside agency personnel; provide technical guidance and training pertaining to crime analysis.

Conduct special projects and staff training related to crime analysis and related computer system applications.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision, training and evaluating performance.
- Principles and practices of leadership, motivation, team building and conflict resolution.

PLACER COUNTY
Senior Crime Analyst (Page 3)

- Principles and practices of crime and intelligence analysis, including collecting, validating and analyzing crime and intelligence data; predicting and forecasting of future criminal activity; developing target criminal profiles; and documenting associations and relationships between people, organizations, and events.
- The use of statistical and logic methods to solve crime problems; the use of technology to document activities and locations.
- Research methods, tools, and techniques used to develop and present information; report preparation and presentation.
- Computer systems and software, including word processing, spreadsheet, logic/hypothesis testing, mapping/GIS, charting and graphing, data mining, database applications and architecture, and web-based computer applications.
- Standard and accepted English usage, spelling, punctuation and grammar.
- Pertinent local, state, and federal laws and regulations.
- Applicable Sheriff's Office policies, procedures, and General Orders.
- State and Federal privacy and civil liberty statutes associated with criminal justice operating systems.

Ability to:

- Plan, supervise, train, and evaluate work activities of assigned staff.
- Develop, recommend, and implement policies and procedures related to assigned operations.
- Analyze, evaluate, and summarize work papers, written materials, statistical data, and special projects; identify and interpret information from a variety of sources; observe and problem solve operational and technical policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and justify recommendations.
- Develop and test hypotheses, forecasts, and predictives regarding criminal activity.
- Apply conventional and computer based modeling, logic, structured analytic techniques, hypothesis testing algorithms, and statistical analyses.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use a variety of computer software applications including but not limited to mapping, graphing, charting, databases, and spreadsheets; develop and maintain computer database systems.
- Obtain information through interview; handle multiple assignments; deal firmly and courteously with the public.

PLACER COUNTY
Senior Crime Analyst (Page 4)

- Understand and interpret pertinent laws, regulations, rules, policies and procedures.
- Maintain confidentiality of highly sensitive information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; use telephone, and write or use a keyboard to communicate through written means or enter/retrieve data from computer; and lift light weight.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible professional experience in a law enforcement, military, or governmental intelligence agency performing duties similar to a Crime Analyst II with Placer County.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in criminal justice, crime analysis, law enforcement/public safety, public administration, intelligence studies, homeland security, sociology, statistics and research methodology, computer science, geographic information systems, or a related field.

License or Certificate

- Possession of a California Department of Justice Crime and Intelligence Analysis certification or equivalent comparable certification.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

**Before the Board of Supervisors
County of Placer, State of California**

In the matter of: An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance and the un-codified Allocation of Positions to Departments Ordinance related to the Sheriff's Department and the Department of Public Works & Facilities.

Ordinance No.: _____

Introduced: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

The un-codified Schedule of Classifications and Compensation Ordinance and the un-codified Allocation of Positions to Departments Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<u>11763</u>	<u>Crime Analyst I</u>	PROF	214
<u>11764</u>	<u>Crime Analyst II</u>	PROF	222
<u>11765</u>	<u>Crime Analyst – Senior</u>	PROF	230

Section 2. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

SHERIFF			
	(a) Sheriff Protection & Prevention	Staff Services Analyst I/II	4 <u>0</u>
		<u>Crime Analyst - Senior</u>	<u>1</u>
		Administrative Technician	4 <u>0</u>
		<u>Crime Analyst I/II</u>	<u>1</u>

PUBLIC WORKS & FACILITIES			
	(f) Environmental Utilities	Staff Services Analyst I/II	4 <u>0</u>
		<u>Staff Services Analyst - Senior</u>	<u>1</u>

Section 3. That this ordinance shall be effective the first day of the pay period following adoption.

Section 4. That this ordinance amendment is adopted as an un-codified ordinance.