

CITY OF CHATTANOOGA

Classification Specification Title: Crime Analyst Supervisor

Department: Police

Pay Grade: GS.12

Supervision Received From: Police Lieutenant

FLSA Status: Exempt

Supervisory Responsibility For: Crime Analyst, Intelligence Analyst

Established: 10/11/16

Revision Dates: 4/1/25;

8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification supervise and direct the actions of a group of crime analysts engaged in gathering, compiling, analyzing and disseminating statistical data relevant to crime, crime patterns, intelligence and crime trends. Responsibilities include planning, instructing, and assigning duties to subordinates, providing leadership, and evaluating job performance.

The Crime Analysis Supervisor also participates in and completes highly technical and complex crime analysis related research projects and work, and serves as the facilitator of information regarding statistical data relevant crime, crime patterns, and crime trends for the City and other law enforcement agencies. Works under general direction.

SERIES LEVEL:

The Crime Analyst Supervisor is the second level of a two-level crime analysis series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises Crime Analysts to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Supervises the day-to-day activities associated with crime analysis unit which includes maintaining, administering and implementing of standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow; ensuring procedures and systems meet operational and program performance and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Collects, collates, analyzes, disseminates, evaluates crime data, and creates reports/bulletins to identify trends, patterns, and changes in criminal activity.

Produces computer generated maps to display criminal activity geographically throughout the City. Facilitates the transfer of crime information between analysts, units, sections, and divisions. Creates, prepares and uses training materials to enhance the capabilities of new and current crime analysts.

Guides analysts in using analytical techniques on assigned projects or in developing recommendations for disseminating intelligence products.

Establishes and maintains effective communication and working relationships with city employees, representatives of other agencies and the general public.

Educates the public and law enforcement personnel on crime trends and prevention through presentations, training courses, develops reading material and websites.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree from accredited school in Statistics, Computer Science, Geographic Information Systems (GIS) or related field, and five (5) years of experience required in research, analysis and interpretation of data, to include two (2) years serving in a lead or supervisory role or any combination of equivalent experience and education.

This is a safety-sensitive position requiring pre-employment background check, polygraph, drug screening, and fingerprinting.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of the analytical theory, practices and techniques normally employed in the development and dissemination of intelligence information; techniques required to produce intelligence reports; intelligence bulletins, and other specialized reports and graphic presentations; Federal, state, and local laws, regulations, policies and procedures governing the crime analysis unit operations and the collection, use, security, retention and dissemination of criminal intelligence data, including the rules of evidence and presentation of testimony and exhibits; the criminal justice system, its operations, and investigative processes; principles and practices of supervision and management including operational analysis, resource allocation, and training methodology and techniques; computer databases and records management systems, both automated and paper files, to ensure accurate maintenance of files and ease of data retrieval; structure, function, mission, rules and regulations of the Police Department, and the role of assigned unit within the department; intermediate mathematical and statistical analysis techniques; principles and techniques of inductive and deductive reasoning.

Skill in computer and related software applications; interpreting, applying and communicating applicable laws, ordinances, codes, rules and regulations; developing and interpreting statistical data; speaking in public; managing databases; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; identifying alternative solutions and establishing and maintaining effective working relationships with other employees

and those contacted in the course of the work; oral and written communication; multitasking; computer operations, statistical and mapping (GIS) software.

PHYSICAL DEMANDS:

Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.