

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Intelligence Analyst**

**Department: Police**

**Pay Grade: GS.10**

**Supervision Received From: Crime Analyst Supervisor**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 9/14/22**

**Revision Dates: 4/2/25;  
10/20/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification perform administrative, tactical and strategic statistical work to gather, analyze, develop and disseminate media intelligence; to provide timely analysis of content trends, patterns, and relationships to assist law enforcement in planning the deployment of resources for the prevention and suppression of criminal activities. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:**

The Intelligence Analyst is a stand-alone position.

**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.)*

Monitors, searches, and conducts background research of social media posts and open sources of information based on keywords, critical events, and subjects of interest.

Captures posts, photos, and videos of interest.

Works closely with and supports sworn law enforcement investigators.

Maintains familiarity with best practices, techniques, and laws related to open source and social media research and investigations.

Maintains strict confidentiality of information.

Works in a fast-paced environment, managing multiple tasks and requests simultaneously, ensuring timeliness and accuracy.

Analyzes and interprets large amounts of statistical data to identify relationships among sources of information to include analyzing content to identify crime patterns, suspect characteristics and demographic information as they relate to criminal activity.

Collects, evaluates and conducts a detailed analysis of intelligence to identify relationships or patterns between people, places and activities for the purpose of identifying criminal activity to support criminal investigations and prosecutions.

Develops link analysis, time/temporal analysis, social media analysis, criminal threat analysis.

Prepares monthly, quarterly, semi-annual and annual statistical reports for management.

Communicates trend, suspect characteristic and intelligence data to operational components of the police department.

Provides information to appropriate law enforcement partners for investigation or prevention of criminal activity.

Develops visual presentations such as event flow analysis illustrations and activity flow charts as well as supporting statistical graphs and reports through the application of various computer and analytical tools.

Inputs data into computer program systems to prepare reports, graphs and maps involving crime trends and necessary corrective action for presentation to management. Implement methods and techniques of open source research and intelligence.

Develops, uses and/or maintains databases using various software applications.

Researches, develops and implements best practices in the collection and recording of social media intelligence data.

Enters and extracts data using a microcomputer for creating maps and spreadsheets.

Contacts governmental agencies to gather criminal statistical data and compare crime activity analysis methods.

Develops and maintains working relationships with area agency partners and other federal, state and local law enforcement agencies to facilitate information sharing, joint identification of common problems and mutual development of response strategies.

Testifies in court regarding criminal activity data.

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 related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Psychology, Criminal Justice, Information Systems, Business Administration, Statistics or related field with three (3) years of experience building databases, analyzing and distilling large amounts of information from social networking profiles, online forums, and articles, then utilize that information to further investigations, or any combination of equivalent experience and education.

Experience working in Microsoft Office and Google Suite. Experience with the most popular social media platforms, including but not limited to Facebook, Instagram, Twitter, Snapchat, and TikTok.

#### LICENSING AND CERTIFICATIONS:

#### KNOWLEDGE & SKILLS:

Knowledge of arithmetic, algebra, statistics and their applications; relevant crime analysis methods, policies, procedures and strategies to promote effective local, state or national security operations for the protection of people, data, property and institutions; structure and principles of the English language including composition and grammar and the meaning and spelling of words; applicable federal, state and local laws, ordinances, codes, rules and regulations; statistical research methods; data analysis techniques and methods and customer service principles.

Skill in using a 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.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, 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: Y

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.