

STOCKTON UNIFIED SCHOOL DISTRICT

Sr. Crime Analyst/Researcher

DEFINITION

Under the direction of the Police Lieutenant or Police Captain, collect, collate, monitor, mine, analyze, disseminate, and evaluate crime and other data to discover developing trends, patterns, and changes in actual or potential criminal activity, using mapping and other analytical software; create detailed reports that will be utilized to make strategic decisions, contain risk, and direct resources to specific target areas.

SUPERVISION RECEIVED AND EXERCISED

Receive direct supervision from the Police Lieutenant or Police Captain. This position does not regularly exercise any supervision; however, may supervise non-sworn staff in the Police Department as directed.

EXAMPLES OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Collect, summarize, aggregate and analyze data that will be utilized to make strategic decisions. **(E)**

Evaluate information from various sources to prepare reports, make presentations, and give briefings on complex and technical information to technical audiences, elected officials, and the general public. **(E)**

Obtain data on the criminal justice system to develop reports and recommendations.

Develop data collection and analysis protocols and perform statistical analysis of data to develop reports and recommendations for action. **(E)**

Document the flow of SUSD students through disciplinary and criminal justice systems.

Develop protocols for quantifying the impact that disciplinary sanctions and police activities are having on the crime.

Produce reports on complex issues that present objective, rational findings on which policy decisions can be made. **(E)**

Develop Quality Assurance monitoring tools for policing staffing, response times, case clearance rates, and related metrics. **(E)**

Serve on various committees and establish partnerships with multiple departments and other local governments, agencies, and organizations.

Identify outside agencies to support issues and specific project requests and work collaboratively with the county criminal justice agencies including police, probation, and the courts. **(E)**

Attend trainings, conferences and meetings in order to stay current on trends related to the criminal justice system.

Keep current on related laws, issues and development in the criminal justice system.

Maintain and write a variety of records, reports, and correspondence. (E)

Operate a computer terminal to input, access, and print data, reports and projects. (E)

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation;
- Principles and techniques of tracking and analyzing data;
- Research design and data collection;
- Standard research and investigation methodologies, practices, and procedures;
- Statistical analysis;
- Theories, principles, and practices of modern criminal justice;
- State and local laws pertaining to the criminal justice system;
- State criminal justice organization and operational policies and procedures;
- Current literature, trends, and developments in the criminal justice field regarding Evidence Based Program, Quality Assurance, Predictive Policing, and evaluation techniques;
- Effective communication practices and techniques, both oral and written.

Ability to:

- Utilize organizational and analytical methods;
- Collect, analyze, and present statistical technical data;
- Analyze data systems and determine what items need to be extracted from the system in order to engage in effective monitoring/analysis;
- Plan, organize, develop and implement research projects;
- Select proper research methodology and apply it to program planning problems;
- Define problem areas, collect and evaluate data, and make effective recommendations;
- Communicate effectively both orally and in writing.
- Organize material and present information clearly and concisely in verbal and written form.
- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community;
- Work independently;
- Reason logically and accurately and use sound judgment in the performance of duties.
- Work collaboratively with Police Department and District staff in deterring what data needs to be accessed, extracted, reviewed, and regularly obtained.

Education and Experience:

Equivalent to a Master's degree, in policy analysis, public administration, political science, criminology, criminal justice, statistics and/or a related field; a Doctorate is preferred. Two years of professional-level experience in policy analysis, data analysis, research work or quality assurance, preferably in a criminal justice setting.

License, Certificates and Other Requirements:

- Must possess/attain an appropriate California Operator's License issued by the State of California Department of Motor Vehicles.
- Must be able to meet background standards.

WORKING CONDITIONS:

HAZARDS:

- Contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS:

Employees in this position must possess/have the ability to:

- Sit for prolonged periods of time.
- Stand/walk for extended periods of time.
- Dexterity of hands and fingers to operate office, computer and various police equipment.
- Frequently lift/carry up to 10 lbs at waist height.
- Occasionally lift/carry/drag up to 40 lbs for short distances.
- Reaching overhead, above the shoulders and horizontally.
- Climbing stairs.
- Bend at the waist, kneel, or crouch.
- Hear sufficient to receive communications on radio and perform required duties.
- Speak sufficient to give instructions/commands.
- Visual acuity sufficient to perform required duties and to maintain firearms qualifications.

Salary Placement

Management Team Salary Schedule

Tier 5, Range 03

12-month work year

Board Approval: 06/23/15

Management re-alignment effective 03/01/21