Title: Classification and Compensation Matters - New Classification

Introduction/Background:

A new classification was requested by the Legal Administrator of the Pima County Attorney's Office.

Discussion:

The County Attorney's Office is creating a Crime Strategies Unit (CSU) that will work with local law enforcement agencies and members of the community to identify groups and individuals most responsible for committing crimes that impact our communities. The CSU will utilize Intelligence Driven Prosecution and Community/Geo-Based Prosecution Models. These are rooted in the rigorous collection of intelligence and background information about the people, places, and problems driving crime in specific neighborhoods. Through enhanced information gathering, including close coordination with local law enforcement and robust community outreach, CSU intends to facilitate improved and better targeted prosecution decision making. A Criminal Intelligence Analyst position is central to this model of prosecution. The analyst, using gathered intelligence, utilizes specialized analytical software, computer models and other technology to provide CSU with the investigative, analytical and data support to drive enhanced prosecution.

Conclusion:

This proposed new Criminal Intelligence Analyst classification will provide an accurate description of the work assigned to the position within the Crime Strategies Unit.

Recommendation:

It is recommended that the Class Code 7650, Class Title Criminal Intelligence Analyst-Unclassified, Salary Grade U3, Salary Range $54,100 - $123,136, EEO Code 2 (Professionals), FLSA Code Exempt (not paid overtime), be approved for use within the County's classification system.

Fiscal Impact:

The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to this classification will be borne by the department from within its current budgets. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ All

Department: Human Resources   Telephone: 724-8028

Contact: Colin Smith   Telephone: 724-8111

Department Director Signature/Date: _____ 4/2/17

Deputy County Administrator Signature/Date: _____ 11-2-17

County Administrator Signature/Date: _____ 11-2-17

SUMMARY: Performs professional-level analytical work in the area of crime analysis and data driven prosecution within the Crime Strategies Unit (CSU) of the Pima County Attorney's Office. This classification is responsible for providing the CSU with investigative, analytical and data manipulation support. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Investigates, analyzes and processes large and diverse datasets using quantitative and qualitative methods to produce a complete data model of crime and prosecution trends;

Compiles, merges and manages criminal justice, socioeconomic, demographic and geographic data for complex statistical and predictive analyses;

Prepares and presents written reports, presentations, and detailed statistical reports, including charts, graphs and exhibits to trial attorneys and decision makers;

Conducts geographic information systems (GIS) analyses to generate crime maps, and perform spatial analyses of hot spots and crime drivers;

Performs case level investigations and link analysis using diverse data sources;

Studies current literature on research methodology and law enforcement issues, and makes appropriate recommendations for improvements in crime analysis and data-driven prosecution practices;

Compiles and reports on project status and results;

Documents processes and coordinates with local, state and federal law enforcement agencies to develop procedures, improve data handling and quality control of data used to identify groups and individuals most responsible for committing crimes that impact our communities;

Assists in developing and implementing intelligence-driven prosecution strategies targeting priority offenders and neighborhoods;

Coordinating with departmental information technology staff and outside vendors to research, develop, and analyze existing data model software or purchase and implement new software;

Testifies in court regarding investigative results.

KNOWLEDGE & SKILLS:

Knowledge of:
- principles, methods, and techniques used in research and analysis;
- Microsoft products including Office products, Office development experience (templates, VB/VBA, etc.), advanced spreadsheet operations (pivot tables, etc.);
- computer operations including Windows, GIS mapping, and analytic software applications;
- data collection, statistical analysis and display;
- criminal justice system functions and processes;
- crime-related terminology;
- math, statistics and statistical analysis;
- industry standard tools;
- principles and practices related to legal records management, data protection, and privacy/confidentiality;
- Structured Query Language (SQL).

Skill in:
- Compile, organize, analyze and interpret crime and criminal offender data;
- Analyze information, problems, conditions, and statistical data and prepare written descriptions and reports;
- designing logical and physical data models;
- Communicate clearly, concisely and effectively orally and in writing;
- Compile and interpret statistics;
- Prioritize work to meet established deadlines
- Establish and maintain effective working relationships with staff, other agencies and the public;
- designing logical and physical data models using industry standard tools;
- using data quality tools (e.g., Global Ids) knowledge of meta-data concepts.

DESIRED QUALIFICATIONS:

Typically, an incumbent in this classification would be expected to have a Bachelor's degree from an accredited college, university or technical school in criminal justice, statistics, information management, Geographic Information Systems (GIS), Automated Mapping/Facility Management (AM/FM), computer science, management information systems (MIS), computer engineering, or other related field as defined by the appointing authority at the time of recruitment and four years of technical experience in applied research, statistical or analytical work or the development and maintenance of database systems, which included programming and systems analysis.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require ACJIS Network Terminal Operator Certification within six months from appointment and certification must be maintained as a condition of employment. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain or maintain the required certification or licensure shall be grounds for termination.

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment due to the need for access to law enforcement, detention or correctional facilities records or information systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County   Proposed New 10/3/17