

CITY OF FONTANA CRIME ANALYST I/II

DEFINITION: Under direction and/or general supervision from higher level management, performs a variety of professional level duties and responsibilities involved in the evaluation and analysis of City programs including operational audits, budget analysis, personnel management, and productivity studies. This position may exercise functional and technical supervision over clerical staff.

DISTINGUISHING CHARACTERISTICS:

Crime Analyst I – This is the entry level class in the Crime Analyst series. This class is distinguished from the Crime Analyst II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

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

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Analyze budget allocation proposals for assigned department; monitor departmental expenditures.
- Evaluate operations and activities of assigned responsibilities; prepare various reports on operations and activities.
- Collect, monitor, and analyze data for a variety of studies; conduct interviews and field site visits; participate in and direct meetings with key management staff.
- Review, analyze, and monitor assigned departmental budgets.
- Design and participate in a variety of studies; provide management level analysis of assigned area of responsibility; provide recommendations for improving the operational efficiency of assigned department.
- Interpret policies and procedures; respond to requests for information and assistance from employees, management, outside agencies, and the public.
- Conduct studies, analysis, and research on a broad range of assignments; compose, distribute, receive and analyze surveys; complete various government reports.
- Participate in the maintenance of the classification system; implement procedures to ensure compliance with applicable laws and regulations; conduct job classification audits and prepare or revise job specifications and audit reports as assigned.
- Maintain compliance with pertinent Federal, State and local laws, codes, regulations, and ordinances.
- Develop and maintain a variety of complex data files; troubleshoot system problems.
- Prepare a variety of reports.
- Answer questions and provide information to the general public and City or department staff concerning technical or statistical issues.

- Conduct field inspections and data collection.
- Represent department as necessary; attend and participate in a variety of professional groups and committees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and superior in writing.
- Research and analytical skills.
- Sound judgement and attention to detail.
- Able to use a personal computer, telephone, and electronic devices.
- Maintain prompt and regular attendance.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds is also required.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

Crime Analyst I

- Principles and practices of public administration, budget analysis, program analysis, and revenue forecasting.
- Basic principles and practices of statistical analysis and research.

Ability to:

- Learn pertinent Federal, State and local laws, codes and regulations.
- Analyze operational challenges.
- Gather, organize, and analyze statistical data.
- Learn job analysis data collection efforts.
- Develop operational reports.
- Interpret and apply City Policies, procedures, rules and regulations.

Crime Analyst II

In addition to the qualifications for Crime Analyst I, knowledge of:

- Principles of economics, financial analysis, and cost-benefit analysis.
- Modern principles and practices of personnel administration.
- Principles and practices of training.

Ability to:

- Prepare, analyze and monitor a budget.
- Perform administrative duties with minimal supervision.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Crime Analyst I - One year of analytical experience in the areas of personnel management, budget development or finance is desirable.

Crime Analyst II - Two years of professional experience involving the administration of management systems and procedures including personnel management, budget analyses, operational audits, or management studies.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, personnel management or a related field.

License:

Possession of, and continuously throughout employment, a valid CA Class "C" Driver's license or equivalent.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination, and a background investigation.