



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 620.1

Job Title: **CRIMINAL INTELLIGENCE ANALYST**

Pay Grade: 21

### **GENERAL SUMMARY:**

Researches and analyzes criminal information received by case investigators to gather new information and/or to discover criminal relationships. May research organized crime patterns and/or drug trafficking networks.

### **RESPONSIBILITIES:**

- Researches and evaluates information from criminal investigations to correlate new information with the existing information, i.e. locate suspects/witnesses, provide financial, medical, vehicle, telephone and criminal records, conduct gun traces, etc.
- Analyzes telephone and cellular phone records for activity and to find links with crimes, other criminals or crime groups.
- Compiles and analyzes findings for case investigators. Determines links between criminals and crimes and relationships between criminals and crime groups.
- May determine and compile reports on criminal associations and crime patterns on organized crime, white-collar crime and major conspiracies.
- Prepares graphs, charts, tables and other illustrative devices for visual presentation of information.
- Requests subpoenas to gather information on and/or to monitor suspects.
- Interfaces with outside intelligence agency counterparts and maintains current data regarding on-going criminal activities to reduce duplication of enforcement effort.
- May testify in court regarding information gathered on investigations.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in Criminal Justice, Public Administration, Business Administration, Social Science or a closely related field.

#### **EXPERIENCE:**

Four years of related experience in a law enforcement agency or in a position with analytical and practical skills and knowledge with business intelligence systems/databases are required.

A Bachelor's degree in Criminal Justice, Public Administration, Business Administration, Social Science or a closely related field may be substituted for the education requirement and two years of the experience requirement.

Two years of related professional experience may be substituted for the education requirement.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Criminal Intelligence Analyst

*Effective Date: December 1993*

*Revised Date: January 2008*