



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 620.2

Job Title: **SENIOR CRIMINAL INTELLIGENCE ANALYST**

Pay Grade: 24

GENERAL SUMMARY:

Provides comprehensive acumen in the more complex research and analysis of criminal data received by Criminal Intelligence Analysts and case investigators to gather new information and/or to discover criminal relationships. Researches organized crime patterns and/or drug trafficking networks.

RESPONSIBILITIES:

- Investigates more complex cases by compiling, aggregating, analyzing, researching and evaluating data and information from criminal investigations by comparing new and existing information, i.e. locate suspects/witnesses, provide financial, medical, vehicle, telephone, criminal records, and conducts gun traces, etc.
- Compiles and analyses data to find the links between criminals and crimes, and the relationships between criminals and crime groups.
- Prepares, edits, and revises reports, special projects, and publications on criminal associations and crime patterns on organized crime, white-collar crime, and major conspiracies.
- Requests subpoenas to gather information on and/or to monitor suspects.
- Interfaces with outside intelligence agency counterparts and ensures current data is maintained regarding on-going criminal activities.
- Interprets, reviews and makes recommendations in the evaluation and design of workflow, processes, policies, and procedures.
- Will testify in court, as needed, regarding information gathered on investigations.
- May serve as a lead and train less skilled analysts.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Criminal Justice, Public Administration, Business Administration, Social Science, Statistics, or a field closely related to the position's duties and responsibilities.

Substitution: Two years in a professional field closely related to the position's duties and responsibilities, with verifiable statistical experience, may be substituted for the Associate's degree requirement.

EXPERIENCE:

Two years of experience as a Criminal Intelligence Analyst and four years of related experience in a law enforcement agency or in a position with verifiable professional analytical and practical skills. Advanced knowledge of intelligence business systems/databases and statistics is

Substitution: A Bachelor's degree in Criminal Justice, Public Administration, Business Administration, Social Science, Statistics, or a field closely related to the position's duties and responsibilities may be substituted for the Associate's degree requirement and two years of the experience requirement.

COMPLEXITY:

Work is moderately complex and varied, and may require the interpretation of technical and detailed guidelines, policies, and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expense and inconvenience. Work is typically performed under moderate to limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:**Direct Supervision:**

May occasionally lead or provide work direction for other analyst.

Indirect Supervision:

No indirect reports.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with clerical and technical staff and occasionally with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with mid-level representatives of government agencies, and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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
Senior Criminal Intelligence Analyst

Effective Date: November 2016