

Champaign County Job Description

Job Title: Data Analyst
Department: Sheriff
Reports To: Lieutenant – Support Services
FLSA Status: Non-Exempt
Grade Range: F
Prepared Date: August 2019

SUMMARY Performs tactical, strategic, and administrative analysis using complex relational databases, highly secure law enforcement computer applications and other software to conduct statistical analysis, detect and analyze crime series/patterns, forecast crime trends, and identify suspect/crime/victim relationships in order to organize, disseminate and present findings to the appropriate units) for response. Creates reports, presentations and other documents for a variety of internal and external audiences. Performs a variety of other non-sworn functions to support Division services and activities. Work requires initiative and independent judgement and is performed under general supervision.

Scope: The role of this non-sworn civilian position is to provide analysis and data evaluation with the goal of increasing the effectiveness of police operations and intelligent, fact-based decision making. This is accomplished by developing statistical data resources to assist in criminal investigations and identifying evolving, current and long-term crime trends and patterns. This position is also responsible for timely responding to data analysis requests and preparing a wide variety of reports including crime and patrol bulletins, research reports, department annual reports, and informational reports for the community, media, and other entities.

Distinguishing Characteristics: Data Analyst is the entry-level classification in this series. Incumbents perform the more routine assignments requiring the application of basic data research and analysis principles.

ESSENTIAL FUNCTIONS

- Supports the community-oriented policing strategy as envisioned by the Champaign County Sheriff's Office and set forth in the Champaign County Sheriff's Office vision and values statement; identifies opportunities for creative approaches to public safety; participates in the coordination of Sheriff's office efforts to impact perceived and actual crime problems; provides data analysis relating to community concerns and initiatives.
- Plans, organizes, and/or conducts reviews and studies on crime, traffic, homeland security, resource allocation, budget, grant administration, geographic information, and population/demographic statistics.
- Receives, gathers and analyzes information of a confidential nature from various sources, placing facts in proper relationships; evaluates the information; and prepares comprehensive analytical reports based on available data to evaluate and identify crime

series, patterns and trends.

- Uses all available resources, including Area-wide Records Management System (ARMS), Law Enforcement Agencies Data System (LEADS), Geographic Information Systems (GIS), and other systems and software to identify crime and document crime clusters.
- Uses criminal intelligence analytical techniques to draw conclusions regarding patterns of crime and criminal offenders; reviews published data relative to developing trends and patterns of criminal activity and makes such information useful to law enforcement personnel.
- Responds to ad hoc requests from the Sheriff and Command Staff for meetings and briefings.
- Plans and organizes data collection strategies for crime analysis.
- Applies Geographic Information System (GIS) technology to prepare and display crime and other related data in support of investigative, management, and administrative tasks.
- Prepares a variety of statistical, analytical, and/or narrative reports which may include statistical or non-statistical data interpretation, manpower analyses, investigative analyses, findings and recommendations; prepare spreadsheets, graphs, charts, maps, link charts, associated matrices, bulletins and other supporting documentation for inclusion in such reports.
- Develops and administers presentations to office members, other agencies, and the public regarding review and study findings; represents the Sheriff's Office and responds to questions and concerns regarding partnerships between the Sheriff's Office and citizen community involvement as well as business community involvement.
- Review all pertinent information, investigative reports, and public information sources on criminal elements for tactical and strategic analysis.
- Participates in major case investigations and multi-agency task force investigations by assembling, collating, coordinating, and analyzing reports and evidence as well as projecting trends.
- Establishes and maintains cooperative partnerships with other law enforcement agencies.
- Assists in planning and establishing priorities and implementing data collection plans and targets.
- Participates in the development and implementation of operational and administrative programs, policies and procedures; analyze alternatives and make recommendations in

various operational areas, such as bid specifications and grants; create and maintain procedure manuals.

- Performs quality control functions pertaining to the Sheriff's Office, including conducting quality inspections and audits, and maintaining required documentation.
- Receives and responds to comments and questions from office members and outside entities, relating to assigned area of responsibility; review problems and recommend corrective action; prepare summary reports as required.
- Assists in the training of police employees about intelligence capabilities.
- Performs frequent quality control checks of crime database to ensure accuracy and integrity.
- Performs other related duties as assigned.

Marginal Functions:

- Stays abreast of new trends and innovations in the field
- Travels as needed to further the collection and analysis of data.

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

- Education equivalent to a Bachelor's degree from an accredited college or university in Criminal Justice, Sociology, Psychology, Geographic Information Sciences, Information Systems, Statistics, or Research Methodology or closely related field;
- Two Years of experience performing research and statistical analysis.
- A Master's degree in the above-referenced areas may be substituted for one year of experience.

Knowledge of:

- General law enforcement functions and procedures, statutory crime elements research, statistical analysis design and techniques and basic computer operation.
- Knowledge of current developments in their field.

- Techniques required in graphic illustration of crime trends and other law enforcement analysis.
- Functional knowledge of analysis processes, types, functions, and assessments; laws and procedures pertaining to sensitive and confidential information.

Skills

- Principles and practices of statistical analysis and making appropriate recommendations.
- Research and analytical techniques used in the extraction and presentation of information in clear, concise and accurate reports.
- Excellent writing, grammatical, and usage skills.
- Excellent interpersonal skills.
- Proficiency with Microsoft Office products, particularly Word, Access, Excel, and Power Point.
- Effective oral presentation skills.

Ability to:

- Perform technical report writing.
- Create and distribute data and information sets in a variety of formats for print and electronic delivery, including but not limited to social media platforms, County website, e-mail and hard copies.
- Make inferences from police intelligence to create recommendations for investigative strategies.
- Maintain effective working relationships with management, coworkers, and member of the public.
- Design and maintain record-keeping systems for information storage and retrieval in accordance with state requirements.

- Develop and maintain positive relationships with other employees, government officials and the public.
- Learn various computer systems used by the Sheriff's Office to acquire crime-related information, including but not limited to JANO, ARMS and LEADS.
- Ability to review, classify, categorize, prioritize and analyze data and reports.
- Learn of the geography of the county and accurately categorize deputy activity according to beat and zone structure.
- Show initiative, independent action, and tact under pressure.
- Maintain confidential information and comply with privacy laws and requirements.
- Multi-task
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal supervision.
- Exhibit sound and accurate judgment by supporting and explaining decisions, conclusions and predictions.
- Successfully complete a criminal background check.

Licenses, Certifications and Memberships Required

- L.E.A.D.S. certification within one year of appointment.
- Ability to obtain and retain security clearance with appropriate law enforcement information sources.

Preferred Qualifications

- Experience performing research and statistical analysis for a law enforcement agency.
- Certification as Certified Law Enforcement Analyst through the International Association of Crime Analysts (IACA), or International Association of Law Enforcement Intelligence Analysts (IALEIA) Certification.

- Experience with GIS and/or working knowledge of ESRI products.
- Experience with and/or working knowledge of graphic design software such as Adobe InDesign, Photoshop, etc.

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Primary work environment is a climate-controlled office setting.

Physical Requirements: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Vision sufficient to read rules, regulations, policies, procedures, computer screens, and computer printouts with no color deficiencies.
- Hearing sufficient to hear conversations in person or over the phone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the phone
- Mobility sufficient to safely move around in an office environment, and travel to other locations to attend meetings.
- Strength sufficient to safely lift and carry routine office supplies up to 10 lbs. occasionally.
- Dexterity sufficient to safely operate office equipment including computers and laptops.
- Endurance sufficient to maintain efficiency throughout the entire shift and perform during extended hours as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.