



City of
Arcadia

EMPLOYMENT OPPORTUNITY

Equal Opportunity Employer

Administrative Services Department, Human Resources Office, 240 West Huntington Drive
Post Office Box 60021, Arcadia, CA 91066-6021, (626) 574-5405

Website: www.ci.arcadia.ca.us

CRIME ANALYST (Police Department)

SALARY*

\$5,229 - \$6,531 per month. *In addition to the monthly salary, the City contributes 7% of the employee's share of monthly salary to the Public Employees' Retirement System and offers a monthly benefit allowance of \$1,143. CalPERS retirement formula 2.5% @ 55.

FINAL FILING DATE

ONLY THE FIRST 100 APPLICATIONS WILL BE ACCEPTED BY FRIDAY, SEPTEMBER 3, 2010, AT 4:00

P.M. A City application form is required and may be obtained at the Human Resources Office or by calling (626) 574-5405. Application materials may also be downloaded from the City's website at www.ci.arcadia.ca.us. Resumes may be attached to the City application form but will not be accepted in lieu of a completed City application. Postmarks and faxes will not be accepted.

Human Resources office hours: Monday through Thursday, 7:30 A.M. to 5:30 P.M. and alternate Fridays, 7:30 A.M. to 4:30 P.M. City Hall offices are closed on alternate Fridays.

THE POSITION

Under direction, performs research, retrieves and analyzes criminal activity information and data from various sources within the criminal justice community; identifies and projects crime trends, series and patterns, and disseminates intelligence information to various internal and external law enforcement personnel. Maintains computerized crime information by operating video and digital media equipment and applications; conducts manual and automated searches to retrieve crime information for the community and/or department personnel; analyzes crime patterns by reviewing crime reports; conducts training of Police Department personnel and/or volunteers in the use of automated systems and crime prevention practices. Gathers and updates information of criminal suspect activity and other periodic crime data for dissemination to the department and the community; develops and maintains crime analysis web content for the departmental internet and intranet sites. Verifies and validates departmental databases related to criminal analyses; prepares detailed reports and maintains accurate records; Prepares technical reports as assigned; responds to citizens inquires regarding local crime problems. Represents the department at meetings of professional organizations, other agencies, citizen groups and/or private individuals. Receives and responds to requests for information or complaints from the public or City personnel and performs other related duties and responsibilities as assigned.

QUALIFICATIONS/ REQUIREMENTS

Education: Education equivalent to an Associate's degree with major course work in business administration, social science, public administration, administration of justice, criminology or a related field. A Bachelor's degree from an accredited college or university in the above mentioned fields is highly desirable.

Experience: Three years of administrative and analytical experience, preferably within a local government environment; experience in crime analysis and a background in law enforcement is highly desirable.

Licenses/Certifications: Possession of, or ability to obtain, a certificate in Criminal and Intelligence Analysis and possession of, or ability to obtain, an appropriate, valid driver's license.

Special Conditions: Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; work in a standard office environment; ability to travel to different sites and locations; availability for shift work, on-call, or standby.

THE SELECTION PROCESS

Applications will be reviewed and those candidates whose applications indicate they have met the requirements will be invited to continue in the examination process. The selection process may consist of: **Application Evaluation (Qualifying)**; and **Oral Examination (100%)**. Candidates will be selected for the oral interview based on qualifying review of application materials. The City reserves the right to limit the number of interviews conducted. The interview score determines ranking on the eligibility list. Candidates must also pass an extensive background Investigation, which may include a Polygraph, Psychological and Medical Examination. Failure in either of these areas will result in removal from the eligibility list. **Please Note:** If you have a disability that may require an accommodation in the selection process, please notify Human Resources in writing when submitting application.