CRIME ANALYST

Recruitment #Number

List Type	Exempt
Requesting Department	Milwaukee Police Department
Open Date	June 17, 2022
Filing Deadline	July 8, 2022
HR Analyst	Jamie Heberer

INTRODUCTION

This non-sworn (civilian) position is exempt from Civil Service and serves at the pleasure of the Chief of Police.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old-world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity

PURPOSE

Under the direction of the Commanding Officer and the Crime Intelligence Manager of the Fusion Division, the Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity.

ESSENTIAL FUNCTIONS

Research and Monitor Developing Crime Trends
- Produce information related to crime trends to assist the department in preventing and suppressing criminal activities, to aid the investigative process, to increase the apprehension of offenders and to clear cases.
- Utilize data to make recommendations on staff deployment and resource allocation.
- Maintain, prepare, and present statistical and analytical reports detailing results of analyses, conclusions, and recommendations for department commanders.

Data Analysis
- Collect, analyze and interpret data received from various departmental units and other law enforcement agencies.
- Train departmental members on crime analysis techniques, including how to access and analyze various types of data.
- Measure and forecast long-term public safety activity related to problem solving, intervention, and crime reduction efforts.

GIS Analysis
- Maintain proficiency with geographic information systems (GIS) software and crime analysis methods and tools.

MINIMUM REQUIREMENTS

1. Bachelor's degree in statistics, sociology, criminal justice, or a closely related field from an accredited college or university.
2. One year of experience conducting research using complex statistical analysis and statistical programs, such as SPSS or SAS and GIS, computer databases, relational databases, spreadsheets, and Microsoft Office.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

DESIRABLE QUALIFICATIONS

- Master's degree in geography, business administration, public administration or a related field from an accredited college or university with a concentration in statistics, research methods, intermediate or higher quantitative or qualitative methods.
- Knowledge of law enforcement computer systems (i.e., Records Management System (RMS) and Computer Aided Dispatch (CAD).
- The International Association of Crime Analysts (IACA) certification.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge and Skills:
- Knowledge of and ability to use sophisticated computer applications to conduct research, analyze data, and effectively present and communicate findings.
- Knowledge of SPSS, SAS, or comparable programs; SQL; Tableau; geographic information systems (GIS); relational databases; and spreadsheet programs.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods.
- Ability to use both tactical and strategic crime analysis techniques when addressing crime problems.

Communication and Interpersonal:
- Ability to read, interpret, and explain complex technical information.
- Written communication skills, including the ability to prepare reports.
- Verbal communication skills, including the ability to present information to various audiences.
- Ability to work cooperatively, effectively, and fairly with people whose backgrounds may differ from one's own.
- Ability to collaborate and innovate with team members in a quasi-military environment under deadlines and/or critical situations.
- Ability to prepare and present complex statistical reports.

Judgement:
- Ability to make sound judgment using analytical, problem-solving, and decision-making skills.
- Ability to plan and organize work related activities.
- Ability to maintain confidentiality and exercise discretion in all work-related activities.
- Ability to engage in continuous improvement activities to improve departmental programs and services.

CURRENT SALARY

The current salary range (2GN) is **$55,336-$73,504** annually, and the resident incentive salary range for City of Milwaukee residents is **$56,996-$75,709** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit http://city.milwaukee.gov/Benefits.

SELECTION PROCESS

- Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter and resume.
- Cover letter and resume must be sent via email to Human Resources Representative Mai Xiong at maxion@milwaukee.gov by 4:45 p.m. on July 8, 2022.
- Please indicate "Crime Analyst" in the subject line of the email.
- Questions relative to the selection process may be directed to Human Resources Representative Mai Xiong at maxion@milwaukee.gov.
- The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE:

- The selection process will be conducted as soon as practical after July 8, 2022.
- Receipt of application materials may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: *Candidates must pass a Milwaukee Police Department background investigation before hire.*

CONCLUSION

EEO Code 204
The City of Milwaukee values and encourages diversity and is an equal opportunity employer.