

# INTELLIGENCE ANALYST

Recruitment #1905-4047-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	7/26/2019
<b>Filing Deadline</b>	8/16/2019 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

[Go Back Apply](#)

## 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.*

## PURPOSE

The Intelligence Analyst will coordinate and lead outreach efforts with regional public and private sector representatives to provide Vulnerability Assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection and Mitigation; and to further the information sharing mission of the Southeastern Wisconsin Threat Analysis Center (STAC).

## ESSENTIAL FUNCTIONS

- Gather, research and analyze international, national, and local threat information relating to critical infrastructure.
- Identify appropriate strategies to mitigate vulnerabilities to critical infrastructure.
- Provide recommendations for current and future assessment priorities.
- Provide threat input in support of finished assessment products.
- Produce or assist in the production of Special Event Threat Assessments, briefs, and related duties.
- Serve as the infrastructure protection liaison to STAC partnered organizations (i.e., federal, state, local, tribal, territorial public and/or private sector entities).
- Inform appropriate partners of developing threats to critical infrastructure.
- Provide formal training and intelligence briefs.
- Complete requests for information/service for STAC partners.
- Peer review and edit STAC products prior to dissemination.

- Monitor/interact with STAC partners through common information exchange platforms.
- Conduct Real-time Open Source Analysis (ROSA) for threats to events, organizations, facilities, or individuals.
- Represent STAC at meetings hosted by other agencies as requested.
- Participate in working groups or task forces when of benefit to STAC mission.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

- Persons offered employment must pass a Milwaukee Police Department background investigation, medical examination and a pre-employment drug test.
- Ability to obtain a national security clearance at the Secret level.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in homeland security, criminal justice, or a closely related field from an accredited college or university.
2. One year of experience in intelligence analysis.
3. Complete the following courses within 2 years of appointment:
  - a. Federal Intelligence analyst course or Department of Homeland Security (DHS) Basic Intelligence Threat Analysis Course (BITAC)
  - b. DHS/Federal Emergency Management (FEMA) courses
    - i. IS-100.Leb,
    - ii. IS-200.b,
    - iii. IS-800b.
  - c. Critical Infrastructure Security and Resilience Awareness, AWR213.
  - d. Jurisdictional Threat and Hazard Identification and Risk Assessment, MGT310.
  - e. Critical Asset Risk Management, MGT315.
  - f. Advanced Critical Infrastructure Protection, MGT414 .
4. Valid driver's License at the time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered.*

**IMPORTANT NOTE:** *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

## DESIRABLE QUALIFICATIONS

- Master's degree in critical infrastructure protection from an accredited college or university.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of emergency management policies and practices.
- Knowledge of topics including terrorism, counter-terrorism and homeland security law and policy.
- Knowledge of cybersecurity; including information systems management and infrastructure to protect systems and sensitive information from cyberterrorism.
- Knowledge of, and ability to use, sophisticated computer applications to conduct research, analyze data, and effectively present and communicate findings.

- Knowledge of data mining, statistical or geographic information systems is preferred.
- Knowledge of, and ability to use, common Microsoft Office products or their equivalents.
- Ability to read, interpret, and explain complex technical information.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods; ability to prepare and present complex reports.
- Ability to effectively apply structured analytic techniques.
- Knowledge and ability to effectively apply critical thinking techniques.
- Ability to communicate effectively, both orally and in writing, to diverse audiences.
- Ability to collaborate and innovate with team members in a quasi-military environment under stressful and sometimes critical situations.
- Advanced planning, organizational, and time management skills.
- Ability to maintain confidentiality and exercise discretion in all work-related activities.

### CURRENT SALARY

The current salary range (PG 2GN) is \$54,251-72,063 annually, and the resident incentive salary range for City of Milwaukee residents is \$55,879-\$74,225 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

### BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- 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/Benefits2019>.

### SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision.

**INITIAL FILING DATE:** The selection process will be conducted as soon as practical after the application deadline listed above. Receipt of applications 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.

#### **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- Transcripts, resumes, and copies of certifications should be submitted with the application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) by the application closing date.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

#### **CONCLUSION**

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*