

# CRIME ANALYST I

## Recruitment #2410-2305-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	October 25, 2024
<b>Filing Deadline</b>	November 15, 2024
<b>HR Analyst</b>	Jamie Heberer

### INTRODUCTION

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

*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

The Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity.

The Crime Analyst may be assigned to the Office of Management, Analysis and Planning (OMAP), the Fusion Division, or the Milwaukee Police Department (MPD) Districts.

**\*Note: Promotion to higher level positions in the Crime Analyst series (e.g., Crime Analyst II and III) is contingent upon successful performance of the job duties and meeting the minimum requirements for each level. \***

### ESSENTIAL FUNCTIONS

#### **Research and Monitor Crime Trends**

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

#### **Analyze Data**

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

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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**

- Pass an MPD background investigation, medical examination, and pre-employment drug test.
- Must work overtime and modified work schedules based on operational demand.

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree in statistics, sociology, criminal justice, geography or a closely related field from an accredited college or university.
2. Valid driver's license at the time of appointment and throughout employment.

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

**Note: Seniors in college may apply, but will not be appointed until their degree has been completed.**

**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 statistics, criminal justice, geography, sociology or a closely related field from an accredited college or university.
- Advanced knowledge of statistics and qualitative and/or quantitative research methods.
- Knowledge of law enforcement computer systems, such as Records Management System (RMS) and Computer Aided Dispatch (CAD).

### **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

#### **Technical:**

- Knowledge of and ability to use sophisticated computer applications to conduct research, analyze data, and effectively present and communicate findings.
- Knowledge of SPSS (Statistical Package for the Social Sciences), SAS (Statistical Analysis System), or comparable programs; SQL (structured query language); Tableau; 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.
- Ability to prepare and present complex statistical reports.

- Knowledge of statistics, research methods, and quantitative or qualitative methods

**Communication and Interpersonal:**

- Ability to read, interpret, and explain complex technical information.
- Written communication skills, including the ability to prepare clear reports.
- Verbal communication skills, including the ability to present information effectively 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 in critical situations.

**Judgment:**

- Ability to use 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.
- Ability to serve as an effective steward of City resources.

**CURRENT SALARY**

The current salary range (Pay Range 2HN) is **\$61,134 - \$81,507** annually, and the resident incentive salary range for City of Milwaukee residents is **\$62,968 - \$83,952** 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 that includes the following:

- Wisconsin Retirement System (WRS) 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
- 12 Paid Holidays
- Paid Sick Leave and other paid leave
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

- Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, detailed in a cover letter and resume.
- Cover letter and resume must be sent via email to Human Resources Representative Meryl Simmons at [msimmo@milwaukee.gov](mailto:msimmo@milwaukee.gov) by 11:59 p.m. on **November 15, 2024**.
- Please indicate "Crime Analyst" in the subject line of the email.
- Questions relative to the selection process may be directed to Human Resources Representative Meryl Simmons at [msimmo@milwaukee.gov](mailto:msimmo@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 **November 15, 2024**.
- 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.

## CONCLUSION

EEO Code 204

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