

# INTELLIGENCE ANALYST

## Recruitment #2501-4047-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	January 17, 2025
<b>Filing Deadline</b>	February 7, 2025
<b>HR Analyst</b>	Rebecca Bird

### INTRODUCTION

*The City of Milwaukee is proud to employ a diverse workforce committed to providing exemplary service to its residents. If you are passionate about being part of an inclusive team of public servants, please consider the following opportunity.*

### PURPOSE

The Intelligence Analyst collects, researches, and analyzes threats to public safety and other hazards in the eight counties served by the Southeastern Wisconsin Threat Analysis Center (SWTAC).

### ESSENTIAL FUNCTIONS

#### Collect, Research, and Monitor Threats

- Gather, research, and analyze international, national, and local threat information.
- Complete Requests for Information (RFIs) for the STAC.
- Identify strategies to mitigate vulnerabilities to critical infrastructure.
- Identify and exploit suspicious social media accounts in the eight STAC counties, also known as the Area of Responsibility (AOR).
- Inform stakeholders of developing threat streams; provide intelligence briefings.
- Monitor the Homeland Security Information Network (HSIN) and the National Situational Awareness Chatroom (SitAware Room).
- Facilitate intelligence-driven Intelligence Analyst efforts within the operational area.
- Provide formal training to Milwaukee Police members, private sector partners, and/or law enforcement agencies in Southeastern Wisconsin on best intelligence collection and dissemination practices.

#### Data Analysis

- Recommend current and future Intelligence Analysis assessments to key decision makers to mitigate criminal and national security threats based on current threat streams.
- Conduct Real-Time Open-Source Analysis (ROSA) for threats to events, organizations, facilities, or individuals within the STAC AOR.
- Produce or assist in producing special event threat assessments, briefs, and related duties for events occurring in the STAC AOR.
- Provide threat input in support of finished assessment products.

#### STAC Administration, Communication and Support

- Represent the STAC at meetings hosted by other agencies; participate in related working groups or task forces.
- Monitor and/or interact with STAC partners through common information exchange platforms.

- Provide operational support to law enforcement agencies in the STAC AOR, including the operation of HSIN chatrooms.
- Peer review and edit STAC products prior to dissemination.
- Serve as the analytical liaison to applicable partner organizations (i.e., STAC internal, partner fusion centers, and federal law enforcement and intelligence organizations).

*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

- 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 management, criminology, criminal justice or a closely-related field from an accredited college or university.
2. One year of experience performing functions related to intelligence analysis, including gathering, analyzing, and interpreting data, assessing risks, and producing intelligence reports.
3. Complete the following courses within one year of appointment:
  1. Federal Intelligence analyst course or Department of Homeland Security (DHS) Basic Intelligence Threat Analysis Course (BITAC) DHS/Federal Emergency Management (FEMA) courses
    1. IS-100.Leb,
    2. IS-200.b,
    3. IS-800b.
4. Valid driver's license at the 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.*

## DESIREABLE QUALIFICATIONS

- Knowledge of data mining, statistical, and/or geographic systems.
- Master's degree in critical infrastructure and cyber protection, homeland security management, criminology, criminal justice or a related field from an accredited college or university.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Ability to work with criminal justice systems such as the Police Reporting System and computer aided dispatch.
- Ability to work with various databases and related tools such as Structured Query Language (SQL), social media, and ARC-Geographic Information Systems (ARC GIS).
- Ability to use Microsoft Office (Word, Excel, and Outlook) and other job-related computer applications.
- Ability to use sophisticated computer applications to conduct research, analyze data, and effectively present and communicate findings.
- 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.
- 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.

### **Communication/Interpersonal**

- Ability to read, interpret, and explain complex technical information.
- Verbal communication skills, including presenting information effectively to various audiences.
- Written communication skills to produce intelligence reports for public and private sector partners, including line-level public safety personnel and agency executives.
- Ability to work cooperatively 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 work independently and in a team environment.
- Ability to effectively apply critical thinking techniques.
- Ability to use sound judgment using analytical, problem-solving, and decision-making skills.
- Ability to plan and organize work activities.
- Ability to maintain confidentiality and exercise discretion.
- Ability to serve as an effective steward of City resources.

## **CURRENT SALARY**

**The current salary range (PG 2IN) is \$65,142-\$86,854 annually, and the resident incentive salary range for City of Milwaukee residents is \$67,097-\$89,460 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:

- Wisconsin Retirements Systems (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**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** – The selection process will be held as soon as practical after the 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. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. 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, [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL)
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## **CONCLUSION**

*EEO 204*

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