THE CITY OF HARTFORD
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.

CRIME ANALYST

Salary Range: $49,301.72 - $64,092.34/Annually

POSITION

Vacancy is in the Police Department. Under general supervision, performs dedicated work with the National Integrated Ballistic Information Network (NIBIN). Provides case-specific analytical assistance in telephone record analysis and case analysis. Prepares predictions based upon previous reported activity and analysis of typical behavior patterns. Prepares and develops crime summaries, statistical reports, spreadsheets, charts, maps, diagrams, graphs and related materials in order to track and present findings related to criminal activity, patterns and trends. Conducts research and performs analysis of criminal activity. Collects, compiles, and analyzes data from a variety of sources to identify and evaluate crime series, trends, and patterns. Summarizes City crime using charts, graphs and tables and works with partner agencies in the region to analyze crime. Performs tactical analysis involved in the recognition and identification of series related crimes including burglaries, motor vehicle thefts, and robberies. Conducts and evaluates searches of databases and other information systems to assist in locating suspects and victims and to identify stolen property. Utilizes a variety of databases and computer programs to generate maps, hotspots, reports, and statistical and tactical information. Reviews crime data to ensure proper reporting to state, regional, and federal agencies. Prepares and presents briefings to all levels of sworn personnel to discuss crime patterns and review current events. Prepares and participates in meetings to maintain awareness of new developments in the field of crime analysis and to share information with others. Performs related work as required. This is a union position. The hours of work for this position are 40 per week.

QUALIFICATIONS

Bachelor’s degree from an accredited college or university with a major in criminal justice, computer science, mathematics/statistics or a closely related field and two years of increasingly responsible crime analysis and research experience. Master’s degree from an accredited college or university in criminal justice, research, or a closely related field or experience in military tactical intelligence analysis preferred. Wherever possible, appropriate equivalents will be considered. A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of basic operation, services, and activities of a crime analysis program; principles, practices, methodologies and techniques of crime analysis, crime prevention, law enforcement and police record processing; and methods and techniques of statistical research and analysis. Ability to prepare predictions of criminal activity based upon previously reported activity and an analysis of typical behavior patterns; perform statistical research and analysis; compile and interpret statistics; track and present findings related to criminal activity, patterns, and trends; generate reports, maps, charts, graphs, and other visual aids; handle multiple projects simultaneously and use good judgment in prioritizing work assignments; present research findings to all levels of sworn personnel in a clear and concise manner using all types of media; prepare clear, concise, accurate and persuasive proposals, reports, correspondence, analytical studies and other written materials; and establish and maintain highly effective working relationships with sworn personnel, managers, elected and appointed officials, staff, community and business leaders, the media, and others encountered in the course of work. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3 – 12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No: 2734
Re-Issued: 12/28/2011

EMPLOYMENT BENEFITS:
- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

For applications go to www.hartford.gov/personnel or DEPARTMENT OF HUMAN RESOURCES
MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 757-9800

VETERAN’S PREFERENCE:
Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.