

## **San Diego Law Enforcement Coordination Center (SD-LECC)**

### **Intelligence Analyst I**

(All positions are dependent on year-to-year federal grant funding)

#### **Compensation:**

Full time position at \$18.19 hourly pay, plus benefits. This pay represents the start of the pay range for this classification.

#### **Location:**

**San Diego, California**

#### **This announcement will remain open until positions are filled.**

For the San Diego Fusion Center as Intelligence Analyst I for positions in the SD-LECC Watch Center; however, they may be assigned to other areas of responsibility.

Job Description: Compile, analyze, evaluate, correlate, and disseminate criminal intelligence and case/event deconfliction information to local, state, and federal law enforcement agencies; disseminate summaries of analytical results; work in fast-paced, sometimes stressful conditions that promote officer safety and deconfliction; answer large volume of telephone calls from law enforcement officers; enter large volumes of data into law enforcement databases.

This is an at-will position and dependent upon year-to-year federal grant funding.

An eligibility list will be created from this process that could be used for up to one year to fill future Intelligence Analyst I vacancies at the SD-LECC.

The applicant must pass a law enforcement background investigation and qualify for a federal security clearance.

#### **DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED):**

- Provides efficient and accurate case and event deconfliction to all levels of law enforcement.
- Analyzes criminal intelligence data and information received from a variety of sources.
- Correlates new information with existing information to fill in information gaps and generate new investigative leads in a timely manner.
- Provides analytical summaries based on information collected and analyzed.
- Assists in dissemination of information to law enforcement agencies both verbally and in writing.
- Interacts with law enforcement officers, and other authorized individuals to provide information, exchange data, and assist in coordinating investigations.
- Assists in oral presentations and briefings to agents, officers, and supervisors regarding findings, case progress, and research results, as well as other presentations on findings, products, or techniques.
- Responds to various short-term analytical requests, such as providing driver's license photos, criminal histories, and providing subject backgrounds.
- Maintains written logs and summaries of all analytical support provided.
- Attends intelligence briefings, meetings, seminars, and conferences.
- Attends training sessions on the use of a variety of analytical tools and to enhance knowledge in particular subject areas.
- Ensures all work is conducted in a manner that protects citizen's privacy, civil rights, and civil liberties.

#### **QUALIFICATIONS**

##### **Education/Experience:**

Bachelor's degree (B. A. / B. S.) from four-year college or university; or 30 units from an accredited college or university plus one year of experience performing analysis work; or two years of college coursework (60 units) and one year of experience working in an office setting; or equivalent combination of education and experience.

##### **Certificates and Licenses:**

- Valid California driver's license, or the ability to obtain one prior to employment.
- U.S. citizenship.
- Ability to obtain and maintain federal secret security clearance.

**Knowledge:**

- Principles, practices, and techniques of analysis.
- Types of crimes and modus operandi used.
- Effective methods to present statistical information to a variety of users.
- Methods and techniques used in researching, compiling, sorting, evaluating, and analyzing. statistical and factual criminal and offender information.

**Abilities:**

- Analyze a variety of information to recognize trends and patterns.
- Collect, synthesize, analyze, and evaluate a large volume of information.
- Create and utilize manual or automated files to be used for facilitating and/or performing analytical functions.
- Draw conclusions and develop critical thinking skills, as applicable to meeting analytical tasks.
- Organize facts, numbers, reports, and prioritize work.
- Meet schedules and time lines.
- Read and interpret maps and other geographical information.
- Present conclusions in a clear and concise manner.
- Work with personal computers and complex databases.
- Data entry into a variety of law enforcement databases.
- Ability to understand and follow complex oral and written directions.
- Establish and maintain effective working relationships.
- Customer service.
- Adequate typing skills.
- Proficiency in Word, Excel, and Outlook.
- Excellent written and verbal communication skills.

The employee may be assigned to any one of three shifts: 0600 – 1430, 1000 – 1830, or 1330 to 2200, with the possibility of a 10 hour, 4 day workweek depending on the needs of the SD-LECC.

**SELECTION PROCESS**

- The most qualified candidates will be invited to participate in interviews. The SD-LECC will not reimburse any travel-related or other expense for those selected for an interview; or any travel/moving or other expense of the selected candidate.
- Law enforcement background investigations will be conducted on the top candidates.
- A hiring list may be developed for future vacancies. Additional interviews may be scheduled as positions become available.

Resumes must specify experience and/or education that support qualifications for this position.

**HOW TO APPLY**

Submit your resume by U.S. mail, fax, or e-mail as indicated below. The resume must specify experience and/or education that support qualifications for this position.

**Submit resumes:**

Via U.S. mail to:

Via FAX to:

Via e-mail to:

SD-LECC  
 Attn: Human Resources  
 SD-LECC Job Posting 03  
 4560 Viewridge Avenue  
 San Diego, CA 92123

(858) 503-5634  
 Attn: SD-LECC Human Resources  
 Re: Job Posting 03

[jobposting03@sd-lecc.org](mailto:jobposting03@sd-lecc.org)  
 Subject: SD-LECC CADFY IA

**FOR ADDITIONAL INFORMATION:** e-mail: [jobposting03@sd-lecc.org](mailto:jobposting03@sd-lecc.org)