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Job Description

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Job Title:	Criminal Intelligence Analyst I, II, III <i>(to directly link to this job posting, copy this link)</i>
County	Shawnee
Req. No:	187017
Agency:	Kansas Bureau of Investigation
Posting Type:	External
Applications accepted through:	Jul 5, 2017
Job Description:	<p>Division: Special Operations Division</p> <p>Position Type: Unclassified (At-Will), Full-Time, Nonexempt, Benefits-Eligible</p> <p>Position Location: Topeka, Kansas</p> <p>The Kansas Bureau of Investigation is accepting applications to fill a Criminal Intelligence Analyst I, II or III position to be located at the Kansas Intelligence Fusion Center (KIFC) Strategic Analyst.</p> <p>PRIMARY DUTIES</p> <p>Perform all-source analysis duties in collaboration with other KIFC analysts that support both tactical level analysis for first responders in a homeland security event and strategic level analysis that supports policy/decision makers in planning for future threats.</p> <p>Develop analytical partnerships with agencies, organizations and private sector partners from several disciplines critical to KIFC analysis (e.g. law enforcement, homeland security, agriculture/animal health, health, power/cyber infra-structure, etc.)</p> <p>Support the development of KIFC analytical processes and programs to provide constant improvement in the accuracy, timeliness, relevance, availability and dissemination of reporting.</p>

Provide subject matter expertise on the information and tools that the Kansas Bureau of Investigation (KBI) can provide to support collaborative development of KIFC analytical products.

Support the development of KIFC intelligence product designs and format in order to best communicate critical analysis in a fashion most suitable for individual disciplines or customers supported by the KIFC, and in keeping with information handling requirements.

Provide peer review of analysis produced by other analysts or teams within the KIFC to ensure a high level of academic rigor, examine for bias and to prevent errors in classification and to safeguard civil liberties. Act as a liaison with multiple different federal agencies and task forces (eg. ICE, FBI, JTTF) by presenting a broad spectrum of threat and trend analysis to enable cross-cueing of analytical and operational work between those teams and the KIFC.

Provide on-going mentoring and training for non-traditional analytical partners regarding KIFC processes including but not limited to: analytical processes, analytical tools and resources, handling third party information, proper handling and marking of classified materials, proper dissemination, etc.

Support the development and implementation of training for analysts working in the KIFC including but not limited to: intelligence analysis processes and tools, critical thinking and avoidance of cognitive traps, information source for analysis, etc.

ADDITIONAL DUTIES

Additional duties and responsibilities may be added to the position description at any time. The position description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Criminal Intelligence Analyst I

Hourly Compensation Rate: \$19.16

Minimum Requirements: Six (6) months of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Preferred Qualifications:

- College degree with emphasis in Criminal Justice or Intelligence Studies.

Criminal Intelligence Analyst II

Hourly Compensation Rate: \$22.16

Minimum Qualifications: One (1) year of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Preferred Qualifications:

- College degree with emphasis in Criminal Justice or Intelligence Studies.
- Experience in working with ESRI/ArcGIS, Penlink and Analyst Notebook/I2.
- Experience in working with national intelligence, military intelligence, or law enforcement intelligence agencies.

Criminal Intelligence Analyst III

Hourly Compensation Rate: \$24.48

Minimum Qualifications: Two (2) years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Preferred Qualifications:

- College degree with emphasis in Criminal Justice or Intelligence Studies.
- Experience in working with ESRI/ArcGIS, Penlink and Analyst Notebook/I2.
- Experience in working with national intelligence, military intelligence, or law enforcement intelligence agencies.
- Experience working as a "Lead Analyst" for a law enforcement or intelligence agency.

OTHER REQUIREMENTS

• As a condition of employment, candidate(s) are subject to a pre-employment process to include a polygraph examination, fingerprint based records check, and comprehensive background investigation, including reference check of past and present employers. The pre-employment process will be waived for current KBI personnel who have previously completed the screening requirements

TRAVEL

The Criminal Intelligence (Research) Analyst in this position is expected to travel to the locations required to competently and diligently discharge the assigned duties. Occasional in-state and limited out-of-state travel may be required. A valid driver's license is required when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.

HOW TO APPLY

The application process has **5 REQUIRED STEPS**.

STEP 1: Register by completing the online Personal Data Form at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data>
(Skip this step if you already have an Applicant ID number or State ID.)

STEP 2: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue website at <http://www.ksrevenue.org/taxclearance.html>. If you need assistance with the tax clearance, please contact 785-296-3199.

A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days.

STEP 3: Complete the official State of Kansas Employment Application form at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply>

STEP 4: Submit your online application to Kansas Bureau of Investigation (KBI).

STEP 5: Submit resume, cover letter and Kansas Tax Clearance Certificate (required documents) via email to KBIEmployment@KBI.STATE.KS.US or postal mail to:

Kansas Bureau of Investigation
ATTN: Human Resources
1620 SW Tyler
Topeka, KS 66612

Required Documents:

- State of Kansas Employment Application form
- Resume, Cover Letter
- Current Kansas Tax Clearance Certificate
- Academic transcripts may be required at time of interview

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Julie Kampsen Phone: 785-296-8200
Email: KBIEmployment@KBI.STATE.KS.US Fax: 785-296-2011

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Veterans Preference' Eligible (VPE):

Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the competency factors of the position, including any preferred selection criteria established in accordance with K.A.R. 1-6-3. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with t

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Class/Uncl: U Full/Part Time: F Grade 001 Hiring Rate: \$0.00 Pay
Frequency: Hourly

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