



The County of San Bernardino
invites application for the position of

Senior Crime Analyst

Job Announcement Number: **12-03124-01**

SALARY

\$27.50 - \$35.12 **Hourly** \$4,766.67 - \$6,087.47 **Monthly** \$57,200.04 - \$73,049.64 **Annually**

Extended Deadline

APPLY BY: 5:00 p.m. on ~~01/18/13~~ ~~02/08/13~~

Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION

The **Probation Department** is recruiting for **Senior Crime Analysts** who act as lead workers and coordinate the work of Crime and Intelligence Analysts. Duties include identifying emerging crime patterns, series, and trends; maintaining a computerized intelligence index system that includes interfacing with other computer systems for information or criminal subjects; integrating new and existing criminal intelligence by using computer-based illustrative methods and programs; and preparing charts, maps, graphs, posters, and other visual presentations.

CONDITIONS OF EMPLOYMENT

Applicants selected for this position must pass a background investigation including fingerprinting and a polygraph test prior to appointment.

Incumbents may work evening and weekend hours and may occasionally be on-call or on call-back status.

Travel throughout the county may be required. Employees will be required to make provisions for transportation. At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.

Positions may be assigned to a schedule of less than full-time (80 hours) per two week pay period.

MINIMUM REQUIREMENTS

CERTIFICATION: Possession of the California Department of Justice Crime and Intelligence Analysis Certificate (CIA). Applicants must provide a copy of the certification **within 24 hours of the filing deadline.**

AND

EXPERIENCE: Three (3) years of full-time experience in which the primary duty was performing crime or intelligence analysis.

DESIRED QUALIFICATIONS

Possession of a Bachelor's degree from a recognized college with major coursework in Criminal Justice, Social/Behavioral Science, Public Administration or a closely related field.

Lead experience in crime or intelligence analysis is highly desirable.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on a review of the application materials. It is to your advantage to be explicit in your responses on the application and supplemental questionnaire.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

TI Rev Issue Date: 02/05/13 GM/cde/vk/vk/CC/cde

DISCLOSURE INFORMATION

Application Deadline: Applications must be received by the County Human Resources Department by 5:00 p.m. (Pacific Standard Time) on the date indicated on this announcement.

Examination: The exam process includes: turning in a completed application, meeting eligibility requirements, and achieving a competitive score on a test or evaluation, if applicable. You may not retest for the same classification for six (6) months. If you do retest after six months, the second score better or worse counts. The Director of Human Resources may specify the number of eligibles to be qualified in the examination or any part thereof.

Special Testing Accommodations: If you feel that you need special testing arrangements due to a medically diagnosed disability, please request and complete the "Special Testing Accommodations Request Form" at the time you submit your application.

Eligible Lists: A list of qualified candidates will be established in rank order of scores obtained during the examination process. Referrals to vacant positions will be made with those achieving higher scores referred prior to those with lower scores. Candidates' names will remain on eligible lists for a period of at least six months unless otherwise indicated on the job announcement, or unless there is significant change in the examination procedure.

Background Investigation: Prior to appointment, some departments require applicants to be fingerprinted and pass a background investigation, which may include a polygraph test.

Reference Check: Prior to appointment, education and employment history is subject to verification. At the time of a selection interview, candidates may be required to provide a credit report, copies of certificates, licenses, diplomas, and course transcripts.

Medical Examination: Job offers made are contingent upon passing a medical examination, which will include a drug/alcohol screening and for some positions a psychological evaluation. Failure to meet all medical standards may result in withdrawal of appointment or termination, if employed prior to completion of medical examination.

Immigration Law: At the time of hire, County employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

Probationary Period: All regular County employees must satisfactorily complete a probationary period as established for that classification. Upon promotion, employees must complete a new probationary period.

Veterans' Preference: Eligible veterans, and their spouse, or widow(er) who are not current County employees may be awarded additional Veterans' Preference points. To claim Veterans' Preference, you must indicate your request on the application. Unless already on file with Human Resources, all documentation must be submitted by the recruitment filing deadline. For additional information, please refer to the Veterans' Preference Policy.

Travel: Some jobs require travel throughout the county. Employees selected for such positions may be required to provide their own transportation and proof of insurance. Vehicle operators must have a valid driver license.

Electronic Fund Transfer: New employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.

Child Support Compliance: State law requires that information on all hires (i.e., Name, Address, Social Security Number and Date of Hire) be reported to the State for the purpose of locating persons who owe family support. The Department of Child Support Services is authorized to request additional employment and identifying information under specified circumstances. Applicants will not be disqualified from employment based on this information.

REGULAR EMPLOYEE BENEFITS

- ✘ Paid Vacations
- ✘ Paid Holidays
- ✘ Cumulative Sick Leave
- ✘ Retirement Plans
- ✘ Deferred Compensation Plans
- ✘ Employee Health Insurance (Medical and Dental)
- ✘ Merit Salary Increases
- ✘ Credit Union



Senior Crime Analyst *~•~* Supplemental Questionnaire

(If additional space is needed, use a sheet of paper with information included and attach to this form)

1. **County of San Bernardino Fire Department/Special Districts Employment Status:** Are you a current County of San Bernardino Fire Department or County of San Bernardino Special Districts employee?

Yes No

2. **Current County of San Bernardino Employment Status:** If you are **currently** employed by the County of San Bernardino, indicate your current County of San Bernardino department and employee number.

County I.D. #: _____

Current Department: _____

3. **Current County of San Bernardino Employment Status:** If you are **currently** employed by the County of San Bernardino, indicate your current position type.

- Regular
- Contract
- Public Service Employee
- Intern
- Extra-Help
- Recurrent
- CalWORKS Subsidized Employment Program Employee (WEX)
- I am **not** currently employed by the County of San Bernardino

4. **County of San Bernardino Layoff Affected Employee:** Are you a former County employee who was laid off from a regular position within the last 24 months? (The following **are not** considered regular positions: Public Service Employee (PSE), temporary, extra-help, intern, contract, and/or recurrent.)

Yes No

5. **County of San Bernardino Layoff Affected Employee:** If you answered YES to the question above, indicate the department and position from which you were laid off and your effective date of lay-off.

Position Title: _____ Department: _____

Effective Date: ____/____/____

6. Are you willing to work less than 80 hours per two-week pay period?

Yes No

7. If you answered YES to the question above, please indicate below the minimum number of hours that you are willing to accept. Candidates will be considered for positions based on their preferences indicated:

- 80 hours per pay period (Full-time only)
- 72 hours per pay period
- 64 hours per pay period
- 56 hours per pay period (Benefits may be reduced for Part-time positions scheduled for 60 hours or less)
- 48 hours per pay period
- 40 hours per pay period

- 8. Instructions:** The information on the Application and the following Supplemental Questionnaire will be used in the competitive evaluation of qualifications. Detailed responses should be provided in order to ensure that qualifications are properly considered. ***Employers listed on the Supplemental Questionnaire MUST also be listed on the Application.*** Answer each question individually; do not refer to a resume or other documentation. **For each question, include dates of employment, and the name of the employer where experience was obtained.** If you do not have experience in an area please indicate "N/A".
- I understand the above statements.
- 9.** Describe your experience in **crime mapping analysis and reporting of statistical data.** Include details on software applications used, types of projects, number of projects, types of reports created, and frequency of reports.
- 10.** Describe your experience in **conducting training of personnel in crime analysis data, maps, and standardized crime data input procedures.** Include level and number of employees trained, methods used, frequency of training, and assessment of training effectiveness.
- 11.** Describe your experience in **creating time lines, flow charts and use of link analysis systems relevant to special investigations and intelligence information.** Include information on software applications used, type of investigations, length/duration of investigations and number of investigations which you assisted with.
- 12.** Describe your experience **preparing reports and making recommendations in support of crime analysis operations.** Include information on type of reports/recommendations, i.e., staffing, equipment, training, etc.

13. Describe your experience **researching data needed in support of grant applications**. Include information on type of grant, size/dollar amount of grant, and level or depth of responsibility, i.e., provide research, write, maintain grant, etc.

14. Describe your experience as a **lead worker** including any experience training staff in crime and intelligence analysis including computer applications, statistical, graphical, and geographical programs, etc.

15. Complete the attached form entitled **Senior Crime Analyst - Computer Applications** to indicate your use of computer applications as a Crime or Intelligence Analyst. Attach this document to your county application or fax it to 909-387-5792, Attn: GM - SrCA

16. Applicants must submit a high-quality copy of the required California Department of Justice Crime and Intelligence Analysis (CIA) Certificate and the *Senior Crime Analyst - Computer Applications* form within 24 hours of the filing deadline.

Please indicate the manner in which you are submitting your CIA Certificate and the *Senior Crime Analyst - Computer Applications* form.

- Attached to Application
- Faxed to 909-387-5792, Attn: GM - SrCA

17. **I understand that I cannot update my application once I have submitted it.** Therefore, I have **completed ALL sections and provided full descriptions of my duties and responsibilities** for each employer, and have fully reviewed my answers to all questions on the supplemental prior to submitting my application. (Do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.)

- I understand.

Print Name: _____ **Date:** ____ / ____ / ____

Signature: _____

SENIOR CRIME ANALYST – Computer Applications
Announcement Number: 12-03124-01

Name : _____

Instructions: Indicate your use of the following computer applications as a Crime or Intelligence Analyst by placing a checkmark in the appropriate column.

<u>Application</u>	<u>Used Extensively</u>	<u>Used Several Times</u>	<u>Used Once</u>	<u>Never used</u>
Office/Web Applications:				
1. Microsoft Word				
2. Microsoft Excel				
3. Microsoft Visio				
4. Microsoft SharePoint				
Database Reporting Programs:				
5. Microsoft Access				
6. Microsoft SQL Server				
7. Crystal Reports				
Presentation/Graphics Programs:				
8. Microsoft PowerPoint				
9. Adobe Photoshop				
10. Adobe Acrobat or PDF Applications				
Intelligence/Link Applications:				
11. i ² Analyst Notebook				
12. Penlink				
Mapping Applications:				
13. ArcGIS 9.x				
14. CrimeView Desktop				
15. GST Crime Map				
16. Rigel Analyst				
LE/Criminal Justice Automated Systems:				
17. Computer Aided Dispatch (CAD)				
18. Records Management System (RMS)				
19. CalPhoto				
20. Parole LEADS				
21. CalGang				
22. Coplink and/or LInX				
23. Megan's Law and/or Offender Watch				
24. FBI-LEO and ViCAP				
25. Other:				
26. Other:				