

## **City of New Bedford, MA Job Description**

**Job Title:** Management Analyst (Police)  
**Pay Grade:** M-09  
**Pay Range:** \$59,841 - \$74,809

### **JOB SUMMARY**

Supports operations of the Police Department by performing a variety of tasks for the department. Reads and interprets crime reports from various sources. Provides assistance to officers, detectives, other staff and administration. Performs professional complex, technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

- Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.
- Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.
- Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.
- Develops and maintains data bases relative to criminal activity that are easily accessed; audits and maintains crime analysis data.
- Makes presentations to department staff, community groups and neighborhood organizations.
- Coordinates and acts as a liaison with various Federal, State, and local law enforcement agencies to facilitate information sharing related to crime and public safety.
- Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.
- Responsible for developing/managing materials and documents for COMPSTAT meetings.
- Provides administrative and technical support to internal police staff by determining information needed, creating information packets and files, and utilizing NCIC, RMS and related software systems to conduct

research on people, places, vehicles, etc. as required. Responds to a variety of inquiries concerning police information. Assists internal police employees with a variety of records inquiries by writing letters or other documents requiring specialized knowledge. Contacts others orally and/or in writing to obtain information. May occasionally be required to work in the office of the Chief of Police.

- Performs other duties as directed by the Chief of Police.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in criminology, criminal science, criminal psychology, geographic information systems, criminal justice or related field preferred, and preferred at least two years of experience as a crime analyst or other associated analyst field.
- Working knowledge of general office practices and procedures; general office equipment; word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

### **Necessary Knowledge, Skills and Abilities:**

- Ability to perform all essential functions independently or as part of a team; gather, organize and evaluate crime report data; display tact and discretion; operate with sound professional judgment and ethics; handle mathematical computations with accuracy; maintain confidentiality; maintain a large amount of data with a high degree of accuracy; display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations; communicate effectively at a level necessary for efficient job performance; complete assignments in a timely fashion; understand and comply with all rules, policies and regulations; maintain prompt and regular attendance; perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

### **Preferred Knowledge, Experience & Training**

- Two years' experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

## **SPECIAL REQUIREMENTS**

Criminal Offender Record Investigation (CORI) background check mandatory.

Possession of a valid Massachusetts driver's license with good driving record.

Must have, or obtain during employment, appropriate levels of National Incident Management System (NIMS) and Incident Command System (ICS) training up to and including ICS-400 level (Advanced ICS for Command and General Staff).

Operates department motor vehicles on a regular basis.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

Works under the general guidance and direct supervision of the Commanding Officer of Administrative Services.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office settings while some outside work may be required for the purpose of gathering data. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*