

**City of Lowell**  
**Job Description**  
**Please Post: December 8, 2015**  
**Deadline: December 22, 2015**  
**Police Department**  
**Crime Analyst I**

*ANTICIPATED VACANCY*  
*UPON COUNCIL APPROVAL*

**Job Title:** Crime Analyst I (1100-DH08, 2227)  
**Department:** Lowell Police Department  
**Reports To:** Supervisor in charge of Crime Analysis  
**Salary:** \$38,434.76 (min) to \$45,037.20 (max); 40 hours/week; GRANT FUNDED

**SUMMARY**

Performs extensive quantitative and qualitative research on a wide range of crime related issues with a primary focus on Domestic Violence. The Analyst will make substantial contributions in the development and implementation of various strategic projects based on information collected within the department, including the complete process for projects carried out within the office; analyze temporal and spatial crime patterns; conduct statistical analysis; conduct quantitative analysis and evaluate ongoing projects; design databases, and conduct in depth analysis on various issues; compile and analyze crime, arrests and calls for service data; contribute to grant writing process and perform related duties as required.

**ESSENTIAL DUTIES / RESPONSIBILITIES** include the following.

- Ability to identify existing/evolving crime patterns; furnish support data to the Tactical Crime Analysts as well as crime prevention and community policing initiatives; and furnish trend data for planning and budgeting.
- Obtain an understanding of the social, crime and demographic data on city-wide, community and street levels.
- Assess, design and/or acquire progressive crime/information gathering, tracking and analytical tools.
- Utilize Computer Aided Dispatch (CAD), incident, and arrest data for daily, weekly, monthly, quarterly, and annual crime reports.
- Ability to conduct hotspot and nearest neighbor analysis for the detection of crime concentrations.
- Working knowledge of GIS software (ArcView) in order to create crime maps (residence, arrest, incident, CAD, and various community locations).
- Employ description and inferential statistical models within a GIS context. Develop and employ quality control measures for report completeness and accuracy.
- Ability to present data to various city organizations and units within the department.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires experience in data analysis, research methods, theory, and statistics, preferably in a law enforcement capacity, including the ability to conduct complex statistical and analytical studies. The Analyst must be able to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgement. The position further requires excellent communication skills and the ability to establish and maintain effective working relationships as well as the ability to work with and display sensitivity towards diverse groups of people.

The position also requires experience with database design and automation, including the ability to design, implement, and maintain specialized databases regarding specific crime categories. The Analyst must possess a high level of proficiency with relational database and spreadsheet applications including Access and Excel and use of Microsoft Office Products, extensive working experience with one or more geographic information system applications, experience using ArcView GIS software and extensions and a working knowledge of CAD and Records Management Systems. The Analyst should have experience with complex problem-solving projects in a team environment and the ability to make presentations to department members and other agencies using PowerPoint and other audio/visual aids.

## **EDUCATION and/or EXPERIENCE**

A Bachelor's degree in Criminal Justice, Public Administration, Computer Science, Math or closely related field is required, experience with law enforcement preferred. Extensive knowledge of social research methods geared to the design of research formats, including how to collect and code data of different issues, manage databases, develop and coordinate research phases and conduct quantitative and statistical analysis on collected data. In addition the applicant must have extensive experience using Microsoft Word, Excel, Access, and a working knowledge of GIS software.

## **LANGUAGE SKILLS**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of supervisors, partners and the general public.
- Ability to read and interpret documents and financial reports.

## **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

- Ability to apply concepts of basic algebra and geometry. Ability to create databases and conduct statistical evaluations.

### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics 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.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ December 22, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**