

City of Lowell
Job Description
Please Post ~ September 9, 2014
Deadline ~ September 23, 2014
Police Department
Tracking Analyst

Job Title: Tracking Analyst - Grant Funded (1100-DH08, 2063)
Department: Police Department
Reports To: Police Superintendent; Safety First Coordinator
Salary: \$38,434.76 (min) to \$45,037.20 (max) - 40 hrs. per week schedule

SUMMARY

The Analyst will perform extensive quantitative and qualitative research on a wide range of crime issues, analyze crime data, review incidents; conduct preliminary advanced statistical analysis; conduct quantitative analysis and evaluation of projects and research; design databases; compile and analyze arrests and calls for service; write progress and research briefs and reports; and present data to the Police Superintendent and command staff at biweekly comp-stat meetings, and other agencies as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include but are not limited to the following: Other duties may be assigned:

Ability to identify, collect and analyze data.

Assess, design and/or acquire progressive crime/information gathering, tracking and analytical tools.

Review daily crime information (including active warrants, restraining orders, correction releases, parole hearings).

Ability to conduct spatial and temporal analysis of domestic crime data.

Working knowledge of GIS software in order to create maps and crime view.

Ability to collect large amounts of data and produce briefs and presentations for police department.

Ability to compile data into briefing reports.

Strong oral and written communication skills are required.

Other duties may be assigned.

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.

This position requires successful completion of a minimum of 25 hours of domestic violence training.

EDUCATION and/or EXPERIENCE

Extensive knowledge of social research methods geared to the design of research formats, managing databases, develop and coordinate research phases and conduct quantitative and statistical analysis on collected data.

Extensive knowledge in using Microsoft Office (Word, Excel, Power Point) and web design;

working knowledge of GIS software (MapInfo) and Microsoft Access.

A four-year degree preferred, however, paid technical or professional experience where the major duties involved the design, collection and interpretation of statistical reports may be substituted.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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.

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.

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 (electrical outlets). The noise level in the work environment is usually moderate.

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

Qualified/interested individuals send resume and/or application to the Human Relations Office, 375 Merrimack Street, Room 19, Lowell, MA 01852 by 4:00pm: Deadline ~ Tuesday, September 23, 2014. Applicants may also send resume and/or application to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer