



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CRIME ANALYSIS MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0160

PAY RANGE CODE: [20.1 MC](#) REVISION DATE: 3/24/16

NATURE OF WORK:

This is responsible work managing the Crime Analysis unit of the Criminal Investigations Bureau. The work involves supervising and directing the actions of a group of employees engaged in the gathering, compilation, and dissemination of statistical data relevant to crime, crime patterns, and crime trends. Work involves the responsibility for planning, instructing, and assigning duties to subordinates, providing leadership, and checking their proficiency. An employee in this classification works with considerable independence, making decisions based on experience and departmental policies, and receives general guidance from a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Recommends the hiring, discipline, or termination, and trains, prioritizes, schedules, assigns, oversees, and evaluates the work of administrative and clerical staff.

Manages the progress of departmental projects, offers suggestions for the completion of assigned projects, performs project final close outs, and compiles reports of start and completion dates, quantities and costs of materials, labor, and equipment, and other pertinent cost figures.

Oversees the investigation, collection, and analysis of crime data to ensure that it is organized into tactical, strategic, and case management reports to develop databases, presentations, maps, publications, bulletins, and other documents to review current crime trends, patterns, and issues.

Manages the administrative activities of the division and completes time and attendance forms for members of the Crime Analysis Unit.

Manages and compiles departmental budget requests and monitors expenditures from specific accounts.

Instructs staff in techniques of crime analysis, information resources, problem analysis, and problem-oriented policing. Assists others in developing problem-oriented policing strategies.

Ensures compliance with regulations concerning the maintenance of intelligence information and files.

Oversees the maintenance of data files and the input of information into those files by subordinates.

Coordinates the development of the crime watch alerts and oversees the distribution of information to concerned individuals and units.

Directs the production and maintenance of an information library of tactical investigative enhancement products for the Uniform Patrol Bureau and the Criminal Investigations Bureau.

Assists other law enforcement agencies by providing needed information and participating in special programs created to secure, use, and exchange sensitive information with multiple agencies.

Appears in court to verify crime statistics and to testify on maintained crime data.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the policies and procedures set out in the Police Department's Policy and Procedures Manual concerning crime data gathering, analysis, maintenance, and dissemination.

Knowledge of the principles and applications of office management, including modern office procedures, clerical techniques, the use of office equipment, and the compilation and maintenance of reports and records.

Knowledge of the principles and practices of police administration.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of mathematics, statistics, and detailed statistical reporting.

Knowledge of the geographic plotting of the City of Omaha.

Knowledge of city, state, and federal laws, statutes, and ordinances pertaining to the assigned unit.

Knowledge of the procedures and techniques used in law enforcement operations.

Knowledge of the functions of support agencies and units within the Police Department, such as the Forensics Investigations Section and the Special Operations Section.

Knowledge of the English language, grammar, usage, punctuation, and sentence structure.

Ability to plan, organize, and supervise the work of an administrative and clerical staff.

Ability to learn to accurately collect, collate, and analyze broad narrative and statistical information concerning crimes and to recognize crime trends.

Ability to learn to compose bulletins and reports detailing crime analysis information.

Ability to learn to produce and maintain a library of crime information and develop investigative enhancement products.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to present clear and concise court testimony.

Ability to maintain effective working relationships with other departmental personnel, members of other law enforcement agencies, the media, and the public.

Ability to communicate effectively, both orally and in writing.

Ability to manage one's own work schedule and to meet deadlines.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit and hear 76 to 100% of the time; speak and type 51 to 75% of the time; to stand 26 to 50% of the time; and to reach, bend, stoop, squat, kneel, walk, pull, and lift up to 25% of the time.

Ability to sit most of the time, using up to ten (10) pounds of force to move objects up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Mathematics, Statistics, Research Statistics, Analytical Sciences, Criminal Justice, Sociology, Criminology, Psychology, or a related field

AND

Five years of experience in statistical reporting procedures and analytical work connected with crime reporting in the area of Police Administration, two years of which must have been in a supervisory capacity

OR

An equivalent combination of education/training and experience.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Copier
Printer
Telephone

Calculator
Facsimile Machine
Typewriter

Previous Revision Date(s):
1/4/00