

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4140

TITLE: CRIME ANALYSIS PROGRAM MANAGER

GRADE: S-27

DEFINITION:

Under general supervision, manages and oversees the Police Department's Crime Analysis Program; plans, coordinates and supervises the Department's crime analysis functions; oversees the operation of the Crime Analysis Program; supervises and directs the training of crime analysts; coordinates data base issues as they pertain to the Crime Analysis Unit; manages, coordinates, and oversees the research of analysis software, technology and practices for implementation and integration into the Department's Crime Analysis Program; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Crime Analysis Program Manager is distinguished from the Crime Analyst II in that the Crime Analysis Program Manager has overall responsibility for the entire crime analysis program and oversees all lower level Crime Analysts whereas Crime Analyst II performs advanced/specialized crime analysis work and/or supervises lower level crime analysts within a particular patrol division.

Work at this level is predominantly administrative and managerial (e.g. budget, staffing, and program development and oversight).

ILLUSTRATIVE DUTIES:

Supervises, coordinates, and directs the activities of the Department's crime analysts and ensures consistency of effort and direction;

Develops, coordinates, and reviews data gathering and dissemination procedures to ensure the accurate and consistent entry of data into, and maintenance, manipulation, and retrieval of information from, the Police Department's automated Police Records Management System (PRMS), including the Crime Analysis System (CAS) module;

Researches and identifies enhancements to the crime analysis function;

Schedules and conducts regular meetings with crime analysts to facilitate the exchange of crime analysis information and data;

Plots areas of criminal activity County-wide using Geographic Information System (GIS);

Develops training program for other analysts in the use of GIS;

Assists crime analysts in identifying and solving problems related to the provision of crime analysis services to departmental personnel;

Performs all required personnel, software and hardware planning and budgeting functions for crime analysts;

Serves as a member of the Police Command staff;

Allocates staff for approved projects and system support;

Ensures compliance with policies, procedures, and standards of the Crime Analysis Unit;

Provides guidance, technical assistance, and training to subordinate staff through formal and informal evaluations;

Provides work related counseling as needed;

Provides opportunities for staff development;

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Establishes task priorities among competing projects within the Crime Analysis Unit;
Prepares annual budget submission for operations, capital equipment, training and other matters;
Reviews and authorizes expenditures;
Prepares vendor proposal evaluation criteria;
Participates in the development of long-range, strategic planning for the Crime Analysis Unit;
Confers and coordinates with agency representatives and analysis user groups to determine crime analysis system enhancement/development needs and requirements;
Undertakes special projects;
Identifies potential funding sources for program or service enhancements, and prepares grant applications for review by the Police Chief and approval by the Board of Supervisors;
Acts as "help desk" and troubleshooter for crime analysis matters;
Maintains contact with crime analysts nationwide through the Internet and other forums to identify new trends in crime analysis techniques, software, technologies, and tools;
Evaluates computer software and related analysis resource technology;
Recommends purchases as appropriate;
Serves as a liaison with Police Department managers and attends operations meetings as needed to ensure that the crime analysis effort meets the needs of the Department;
Gathers data and prepares statistical reports;
Keeps supervisor informed of activities, developments, and accomplishments in the crime analysis program;
In the absence of a Crime Analyst I or II, serves as back-up support for crime analysis activities;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the theory, principles, practices, and methods of crime analysis;
Thorough knowledge of techniques used to conduct statistical analysis;
Knowledge of supervisory principles and techniques;
Knowledge of criminal investigation techniques;
Knowledge of the Police Department's reporting systems;
Working knowledge of Police Department operations and practices;
Ability to assess training needs and develop training programs;
Ability to use computer applications, including Statistical Analysis System (SAS), Query Management Facility (QMF), Geographic Information System (GIS), word processing, and graphics;
Ability to effectively supervise and coordinate the work of others;
Ability to analyze statistical data and draw sound conclusions;
Ability to extract pertinent information from law enforcement reports;
Ability to communicate clearly and concisely, orally and in writing, with law enforcement personnel and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in criminal justice, public administration, business administration, or a related field involving course work in statistical analysis; PLUS
Five years of experience performing management and/or statistical analysis, including

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documented experience in conducting analyses, preferably in a criminal justice or law enforcement setting, and summarizing findings and conclusions in both oral and written form.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Must successfully complete a criminal history background investigation prior to employment.

REVISED:	July 18, 2006
REVISED:	June 5, 2005
ESTABLISHED:	April 27, 1998