**City of Pittsburgh**
# Crime Analyst

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| **SALARY** | See Position Description | **LOCATION** | Pittsburgh, PA |
| **JOB TYPE** | CS Non-Competitive, Full Time | **JOB NUMBER** | 24-CRAL-01 |
| **DEPARTMENT** | Public Safety | **BUREAU** | Administration |
| **OPENING DATE** | 08/12/2024 | **CLOSING DATE** | 9/27/2024 11:00 AM Eastern |
| **FLSA** | Exempt | **BARGAINING UNIT** | 01 |

## POSITION SUMMARY

Responsible for collecting, organizing, analyzing, and interpreting data related to crimes, calls for service, vehicular incidents, issues affecting community quality of life and other law enforcement related issues.  Under general supervision, prepares reports to be used by Bureau leadership portraying deployment of resources efficiently, emerging trends/patterns in crime, calls for service and quality of life issues using robust statistical and mapping software programs.

<u>Department</u>:  Public Safety

<u>Salary</u>:  $71,905 per year.

<u>Posting Type</u>: Announcement.

<u>Union</u>: Non-Union.

<u>Civil Service Classification</u>:  Non-Competitive

## REQUIREMENTS

<u>General Application Requirements</u>:

You must submit or show proof of all of the following at the time of filing your application (unless otherwise indicated below) or your application will be disqualified.  **Disqualifications based on any of these General Application Requirements are <u>not</u> subject to a Civil Service appeal.**

- Applicants must submit a complete application including education, work experience, a resume (if applicable) and completed supplemental questions.
- Applicants must become residents of the City of Pittsburgh prior to employment and remain a resident throughout employment.
    - Click <u>here</u> to view a map of City of Pittsburgh neighborhoods.

<u>NOTE</u>**:  The City of Pittsburgh, as a matter of policy, conducts pre-employment and promotional background investigations on all candidates being considered for positions.  The background investigation includes but is not limited to criminal background, driver's license and City of Pittsburgh real estate tax payments.  Candidates may be disqualified from consideration for employment based on the results of their background investigation (as it relates to the job for which the applicant is being considered).**

<u>NOTE</u>:  **Candidates being considered for employment will be <u>required</u> to submit official transcripts to verify of their post-secondary education (college/university, trade school, etc.) prior to being hired by the City of Pittsburgh. Transcripts <u>must</u> be submitted at the time of <u>any/each</u> job interview you have with the City of Pittsburgh.**

<u>Qualifying Requirements</u>:

Your City of Pittsburgh application will be reviewed and your work experience and education/training will be evaluated to determine if you meet the qualifying eligibility requirements listed below for this position.  You will be sent an eligibility letter regarding your eligible/ineligible status.

- **WORK EXPERIENCE**: The application must clearly show two **(2)** years of full-time experience conducting complex statistical analysis (e.g., time series analysis, trend projection, regression, correlation, analysis and variance, spatial analysis) and working with GIS software, computer databases, spreadsheets, and Microsoft Office products.  Experience or training in the use of statistical software packages **(i.e., SPSS, SAS)** is preferred.  *(Less than full-time experience will be calculated on a pro-rated basis.)*
- **EDUCATION/TRAINING**: The application must clearly show an Associate's Degree from a fully accredited institution in Criminology, Social Science, Psychology or a related field **(a degree other than those listed should have advanced college level course work in quantitative methods, statistics and research methods)**.  Background in Criminological Theory and Research Methods preferred.  IACA Certification preferred.  **(*See NOTE under the General Application Requirements Section above regarding the verification of education/training*)**.
- **EQUIVALENCY**:  Education/training and/or work experience may be substituted on a year for year basis if the application clearly shows the required number of years to meet the Total Qualifying Requirement for this position *(based on the sum of work experience and education/training listed above)*.  The Total Qualifying Requirement is four **(4)** years.

## CIVIL SERVICE EXAMINATIONS

If you meet the qualifying requirements listed above, you will be sent a letter of admission (when applicable) for the following examination(s).  You must pass the written and/or performance examination(s) in order to have your name placed on the official Civil Service eligibility list for this position.  Candidates who receive job offers must pass a medical examination (when applicable) prior to start date.

- **Written**:  None required for this position.
- **Performance**:  None required for this position.
- **Medical**:  None required for this position.

## POSITION DUTIES

- Produces timely and organized information to assist the Bureau's operational, investigative and administrative personnel in the prevention, suppression and investigation of criminal activities.
- Performs sophisticated analysis of specific crimes to aid in instituting strategic and tactical suppression and prevention activities.
- Uses data (both quantitative and qualitative) based information, prepares daily, weekly, monthly, and annual reports for Bureau leadership for use in making decisions and providing information to the public.
- Assesses and presents data necessary for making strategic planning recommendations regarding human resource deployment, resource allocation, and crime prevention.
- Researches and collects data needed to monitor trends, patterns and changes in population, technology, operating activities, crime and calls for service which impact quality and delivery of service to the community; uses parametric and non-parametric statistical methods to analyze such data and prepare in-depth and summary reports.
- Measures and forecasts long-term public safety related activity to contribute to problem solving, intervention and crime reduction efforts.
- Uses a variety of computer hardware and software to produce maps, texts, tables, graphs, charts and other aids to be used in reports and presentations.
- Pulls and cleans data from various databases using sequel queries and/or coding using the R environment.
- Works with geographic databases in a computer mapping environment to produce analytic maps needed to examine the spatial occurrence of phenomenon.
- Collects, organizes, analyzes and interprets data received from various Bureau units and other law enforcement agencies.
- Produces or coordinates production of mapping products, presentation graphics, and data extraction for use by Bureau employees and other City Departments.
- Maintains maps related to active court cases for use at trials.
- Maintains a familiarity with activities and trends in the field of GIS/Mapping systems.
- Maintains proficiency with GIS software and crime analysis, methods, tools and procedures to manipulate, analyze and present data.
- Maintains the confidentiality and integrity of information and investigations coordinated, developed, and/or assisted by the Bureau of Police.
- Attends related training and conferences to expand job skills and assist in development of professional contacts.
- Acts as liaison and coordinates system activities with the Department of Innovation & Performance as necessary.
- Assists members of the Bureau, elected officials, and community members in obtaining data for which they have access.
- Trains Bureau members on access and use of analysis data and online tools.
- Manages area of responsibility in strict accordance with applicable laws, regulations and established policy including union agreements to ensure fair and standardized treatment of employees.
- Performs other activities, functions, tasks, or duties of related personnel as assigned or required.

Click here to view the full job description including knowledge, skills, and abilities and working conditions for this position.  Locate and click on the position title to view the complete job description.

| Agency | Address |
|---|---|
| City of Pittsburgh | 414 Grant Street<br>Room 431<br>Pittsburgh, Pennsylvania, 15219 |

| Phone | Website |
|---|---|
| 412-255-2710 | http://www.pghjobs.net |

## Crime Analyst Supplemental Questionnaire

**\*QUESTION 1**

The City of Pittsburgh welcomes all applicants, including those who would need to relocate to satisfy the Residency Requirement prior to starting this position. Please elaborate on your plans to relocate to Pittsburgh if you do not already live within the City of Pittsburgh municipality. If you already reside within the City of Pittsburgh, please write N/A.

**\*QUESTION 2**

Please confirm below that you understand that your OFFICIAL transcripts must be submitted by mail or in person to the Department of Human Resources and Civil Service if you are selected to fill this position.

○ Yes

○ No

**\*QUESTION 3**

**Please select the one answer most closely describing your minimum professional work experience/education:**

○ I possess a high school diploma or equivalent and four (4) years of full-time experience conducting complex statistical analysis (e.g., time series analysis, trend projection, regression, correlation, analysis and variance, spatial analysis) and working with GIS software, computer databases, spreadsheets, and Microsoft Office products

○ I possess an unrelated associate degree and and four (4) years of full-time experience conducting complex statistical analysis (e.g., time series analysis, trend projection, regression, correlation, analysis and variance, spatial analysis) and working with GIS software, computer databases, spreadsheets, and Microsoft Office products.

○ I possess a related associate degree and two (2) years of full-time experience conducting complex statistical analysis (e.g., time series analysis, trend projection, regression, correlation, analysis and variance, spatial analysis) and working with GIS software, computer databases, spreadsheets, and Microsoft Office products.

○ I possess an unrelated bachelor's degree and two (2) years of full-time experience conducting complex statistical analysis (e.g., time series analysis, trend projection, regression, correlation, analysis and variance, spatial analysis) and working with GIS software, computer databases, spreadsheets, and Microsoft Office products.

○ I possess a related bachelor's degree in Criminology, Social Science, Psychology or a related field (a degree other than those listed should have advanced college level course work in quantitative methods, statistics and research methods).

○ I possess a related master's degree in Criminology, Social Science, Psychology or a related field (a degree other than those listed should have advanced college level course work in quantitative methods, statistics and research methods).

○ I do not possess any of the minimum amounts of education/and or work experience listed above.

**\*QUESTION 4**

**Do you possess experience or training in the use of statistical software packages (i.e., SPSS, SAS)?**

○ Yes

○ No

**\*QUESTION 5**

**Do you possess IACA (International Association of Crime Analysts) Certification?**

○ Yes

○ No

**\*QUESTION 6**

**Do you possess an educational or professional background in Criminological Theory and Research Methods?**

○ Yes

○ No

\* Required Question