Pasco Sheriff's Office
POSITION DESCRIPTION

POSITION NUMBER: 1256/208
Retirement Class Code: HB (Regular Risk)

Class Title: Mid-Level Strategic Analyst
Type of Position: Civilian
Pay Grade: H70
Board of County Commissioners – Authorized

1. Workweek: Full-Time (40 hours weekly)
2. FLSA: NON-Exempt from overtime
3. EEO Category: 06 (Administrative Support)
4. Department: Intelligence Led Policing
5. Section/Org Code: Compensation; Org. Code 8810
6. Location: New Port Richey
7. Job Summary: The Mid-level Strategic Analyst (MSA) will provide intelligence, direction, and long term analysis and assessments to the Pasco County Sheriff's Office Intelligence-Led Policing staff in a timely and accurate manner. The MSA will directly support and receive guidance from the Senior Strategic Analyst. The MSA will assist the Criminal Intelligence Analysts and Crime Analyst supporting Law Enforcement Operations.
8. Working conditions: General office work conditions.
9. Position reports to: Intelligence-Led Policing (ILP) Manager.
10. Position directly supervises: No supervisory duties related to position.

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11. Education and Experience: Bachelor's Degree from an accredited college with a preferred specialization (or major) in Industrial Engineering, Math, or Science. Must be skillful in importing, cleaning and managing data collection systems from primary and secondary data sources. A strong background in applying statistical techniques and in the development and implementation of data analysis, and other strategies that optimize statistical efficiently is desired. Must have the capability to consult, analyze and interpret results to a general audience. Strong background in Excel and Access (testing will be conducted). GIS experience preferred. 15 years of law enforcement or military related experience can be substituted for degree. This position requires a Valid Florida Driver's License.

12. Illustrative duties and responsibilities:

75% DUTY INTELLIGENCE LEAD POLICING AREAS: Illustrative Tasks:

The Mid-level Strategic Analyst (MSA) will be responsible for conducting long term analysis within the Pasco County Sheriff's Office (PSO) Intelligence-Led Policing (ILP) Section. The MSA will be data oriented, have the ability to comprehend police data, information and intelligence, persistently track all available leads, and provide timely, accurate and logical assessments relevant to criminal activity under the general supervision of the Senior Strategic Analyst (SSA).

The MSA compiles and analyzes raw criminal intelligence data for strategic analysis to identify long term crime patterns and trends. The MSA will acquire data from primary or secondary data sources and maintain databases/data systems. The MSA will use probability studies, statistical analyses, and modern crime analysis techniques and tools to perform his/her duties. The MSA will conduct random samplings, correlation, and regression analysis, as well as develop and test his/her hypotheses. The MSA Interpret data, analyze results using statistical techniques and provide ongoing reports.

The MSA will perform mid-advanced level computerized mapping and digital analysis. The MSA will collect, analyze, and prepare police data, to evaluate police deployments, responses, problem solving efforts, and department's workload demands.

The MSA will collaborate and assist the Criminal Intelligence and Crime Analysts assigned to the ILP Section to highlight trends and forecast hotspot locations.

The MSA will provide intelligence from long-term analysis conducted for criminal activity, department efficiencies/deficiencies, and other requested projects, to the SSA. Under the general supervision of the SSA, the MSA will utilize scientific calculations, statistical data, maps, graph charts, word documents, and other visual aids deemed appropriate to accurately and timely present his/her assessments and recommendations to the ILP Senior Staff. The MSA will work with management to prioritize business and information needs, as locate and define new process improvement opportunities

The MSA will assist the SSA in preparing strategic action plans and assist operations and management personnel in planning the deployment of resources for the prevention and suppression of criminal activity.

The MSA will collect, assess, and disseminate criminal history products from long-term analysis, on prolific offenders known to be living and/or operating in Pasco County jurisdiction. The MSA will maintain comprehensive websites, databases, and files on the prolific offenders for long term analysis and assessments.

The MSA will develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. The MSA Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems

15% DUTY AREA – SUPPORT AND ADMINISTRATIVE: Illustrative Tasks:

The Mid-level Strategic Analyst (MSA) will provide data to support the crime prevention units regarding problems, new crime trends and resources to utilize in their community education/awareness and crime prevention efforts.

The MSA will assist the Senior Strategic Analyst in course instruction for Microsoft Excel and Access software applications, and may occasionally be tasked to solely conduct the course.

The MSA will have knowledge of and the ability to utilize the Automatic Vehicle Location (AVL) software, and will assist the SSA in supporting and maintaining the software.

The MSA will support and assist units and sections within the Pasco County Sheriff's Office utilizing ILP-created/generated databases and spreadsheets in analyzing and organizing their

data.

10%   DUTY AREA – GENERAL: <u>Illustrative Tasks</u>:

The Mid-level Strategic Analyst (MSA) will create and maintain ad-hoc reports and databases for management support under the direction of the Senior Strategic Analyst (SSA).

The MSA will organize general law enforcement data for analysis, as requested and approved by ILP senior leadership, by preparing extracts from various collection and data sources from internal and external resources.

The MSA will perform a variety of tasks related to the analysis, interpretation, and communication of crime data requested by Pasco County Sheriff's Office units requiring strategic analysis support, as deemed relevant by the SSA and ILP senior leadership.

The MSA will perform/conduct other duties as deemed necessary by the ILP Leadership and/or the Senior Strategic Analyst.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:
- Knowledge of geographic locations
- Knowledge of office policy and procedures
- Knowledge of Florida Statutes/County Codes
- Knowledge of Human Diversity awareness
- Knowledge of basic law enforcement or military tactics and procedures
- Preferred: Knowledge of Python programming language

SKILLED IN:
- Analytical functions
- Possess short/long term memory
- Ability to relate well to the public and staff
- Skilled in mid-advanced level computer programming
- Skilled in using and manipulating mid-advanced level mapping programs

ABILITY TO:
- Ability to clearly speak, understands, read, and legibly write English
- Communicate effectively with staff members and general public
- Operate a personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports and statistical data
- Perform routine and mid-advanced level mathematical computations
- Use independent judgment and make technical and professional decisions under the general guidance of the Senior Strategic Analyst on a daily basis
- Plan, organize and bring assignments to completion
- Position requires excellent research and presentation skills, strong work ethic and the ability to work well independently and in a dynamic team environment
- Ability to work under stressful and time critical deadlines

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.   **1/3/2019**

- Ability to sit in an office setting for extended periods of time
- Able to occasionally work on-call, shift-work, and weekends
- Ability to use Microsoft EXCEL, ACCESS, Power Point, and Word
- Ability to use ArcView
- Ability to use Visual Basic for Application programming language

PHYSICAL AND OTHER REQUIREMENTS

20/20 vision (corrected/uncorrected), Ability to hear conversation at a normal level (assisted or unassisted), Ability to operate a computer keyboard, Ability to sit at a desk and perform assigned duties for an extended period of time.

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14. Equipment or machines routinely used in this position: Agency vehicle, cell phone, telephone, agency computer, agency software programs, calculator, photocopier, facsimile machine, and other equipment and machines deemed necessary to perform assigned duties.

15. Amount and type of supervision position receive: Member will work under guidance and supervision of the Intelligence-Led Policing Senior Strategic Analyst.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Intelligence-Led Policing Senior Leadership and/or Senior Strategic Analyst. Employee will be given quarterly reviews during probationary period (first year). Following probation period, employee will annually receive a formal written performance appraisal.

17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations.