TO: Personnel Board

FROM: Bill Wick, Human Resources

SUBJECT: Crime Analyst 1, Madison Police Department

DATE: March 3, 2023

On December 5, 2022 Police Chief Shon Barnes submitted a position study request to Human Resources for vacant 1.0 FTE Crime Analyst 2 position (CG 18, Range 08, position #4230). Chief Barnes would like to recreate the vacant position as a mid-level supervisory position (Police Data Supervisor) that will report to the Police Director (working title Director of Police, Data, Innovation, and Reform), a CG 18, Range 16 position. This new supervisory position would provide general leadership within a Crime Analysis/Data Analysis Unit, while also performing higher level work related to crime and data analysis. The recreation of the Crime Analyst 2 position as a Police Data Supervisor would allow the Police Director to retain capacity to guide both the Records Section and the new Crime Analysis/Data Analysis Unit. Chief Barnes believes that assigning supervisory duties to this new position reflects best practices in police agencies and would enhance the Police Department's data analytics and decision-making processes, improve department efficiencies, and improve service to the community. For the reasons outlined in this memo, I recommend the following:

- Create the classification of Crime Analyst 3 in Compensation Group 18, Range 10. The Police Department may use the working title Police Data Supervisor,
- Delete position #4230 of Crime Analyst 2, and
- Recreate position #4230 as a Crime Analyst 3 in CG 18, Range 10

A review of the classification specification for Crime Analyst 2 identifies the work as:

> . . . the **objective-level of the Crime Analyst series**. Under general supervision, the incumbent is expected to **use independent judgment and discretion in performing the full range of duties and responsibilities** associated with this classification. [emphasis added]

The classification specification for the Crime Analyst series identifies the work as:

> . . **. responsible professional work in providing crime analysis, evaluation, and dissemination of data to the operational and investigative functions of the Police Department**. This classification is characterized by the **independent application of professional skills in the deployment of resources targeted to prevent and suppress criminal activities, aid in the investigative process, and increase identification and apprehension of suspects**. Incumbents perform a variety of tasks relating to the **analysis of public safety problems** and the **initiatives to address them.** This position works **under the direction of the supervisor of the Criminal Intelligence Section**.
>
> This series is **structured to provide advancement from Crime Analyst 1 to Crime Analyst 2 as a function of the employee's career development, including familiarity with law enforcement-specific software, and generally occurs after two years**. [emphasis added]

The Police Department envisions the proposed Police Data Supervisor as a working supervisor position, which will help avoid a significant reduction in the capacity to perform work previously

assigned to a Crime Analyst 1 or 2, while allowing for attention to daily supervisory responsibilities which would otherwise need to be performed by the Police Director. The minimum qualifications for Police Data Supervisor (Crime Analyst 3) would be a Bachelor's Degree in Criminal Justice, Statistics, or a related field and four years of related professional crime analysis experience, of which at least two years were at a level equivalent to the classification of Crime Analyst 2.

There are several CG 18, Range 10 positions that have similar education and experience requirements that have supervisory or leadership responsibilities, including Librarian Supervisor, Golf Program Supervisor, and Data Analyst 3.

The classification specification for Librarian Supervisor identifies the work as:

> . . . **responsible administrative, supervisory and professional work in directing the programs, services, and professional (and support) staff** of a function affecting the entire Madison Public Library, such as circulation or marketing. This work is **characterized by considerable emphasis on program planning and related administrative work**. Employees **actively participate in the overall management and administration** of the Madison Public Library. Under the general supervision of the Library Director, **work necessitates considerable judgment and discretion in achieving program goals and objectives**. [emphasis added]

The classification specification for Golf Program Supervisor identifies the work as:

> . . . **responsible supervisory and program administration work** in overseeing the City's Golf Course Program, **including programming, budget and personnel management** of clubhouse, building and course maintenance operations of all City golf courses. Under the general supervision of the Parks Superintendent, the **employee exercises considerable judgment and discretion in meeting program objectives** both **through the supervision of** greenskeeping and clubhouse **staff**. The position oversees marketing and brand image, and represents the city to promoted golf and answer the public's questions, comments, and concerns. The position will also be **responsible for overseeing continued implementation of recommendations** from the Task Force on Municipal Golf in Madison Parks. Input is received from the Golf Subcommittee and **program objectives and overall results are reviewed by the supervisor**. [emphasis added]

The classification specification for Data Analyst 3 identifies the work as:

> . . **. journey-level professional work in the development and implementation of assigned data analytic programs, functions and services**. Work is characterized by **considerable judgment, discretion and expertise in the preparation and presentation of complex analysis, and the administration of programs and services**, as assigned. **Under general supervision,** employees work with a **high degree of independence in meeting specified objectives**. [emphasis added]

Similar to the three positions above, the Police Data Supervisor (Crime Analyst 3) would be tasked with performing responsible supervisory, professional, and program administration work, and would be responsible for complex analysis and daily supervision of lower level staff (initially two (2) 1.0 FTE Crime Analyst 2s in CG18/R08) in the Crime Analysis/Data Analysis Unit, while meeting objectives set by the Police Director and Chief of Police. A mid-level supervisor position with oversight for data and crime analysis work does not currently exist with the Police Department. Assigning responsibility for this work to a commissioned supervisor was explored, but this would create supervisory gaps in other areas of the department. It is undesirable to

assign daily supervision of the Crime Analysis/Data Analysis Unit to the Police Director as that position is intended to focus on broader department initiatives. This new Police Data Supervisor position is a critical role in leading the implementation of projects and services aimed at police reform, coordinating data analysis, expediting information services delivery, and enhancing efficiencies throughout the organization.

For the reasons outlined in this memo, I recommend that the classification of Crime Analyst 3 be created in Compensation Group 18, Range 10, that position #4320 of Crime Analyst 2 be deleted, and that the position be recreated as a Crime Analyst 3.

We have prepared the necessary resolution to implement these recommendations.

Attachments: Position Description, Classification Specification, Organization Chart

Editor's Note:

Classification	Compensation Group/ Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% Longevity)
Crime Analyst 3	18/10	$74,162.66	$89,130.08	$99,825.70
Crime Analyst 2	18/08	$68,320.98	$81,073.98	$90,802.92

Cc: Shon Barnes, Police Chief
       Lee Hunt, Police Director
       Erin Hillson, Human Resources Director
       Emaan Abdel-Halim, HR Services Manager