

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: December 6, 2017

SUBJECT: Crime Analysts—Police

Police Chief Mike Koval and Capt. Jennifer Krueger Favour have requested a review of three positions of IT Specialist 2 in the Police Department, currently occupied by B. Grinnell (pos. #3969), C. Klebig (#4230), and T. Scholten (#4138). The three incumbents currently perform crime analysis for the Police Department, but no classification exists to recognize their specialty. However, for the reasons discussed in this memo, I recommend the following:

- Create new classifications of Crime Analyst 1 and 2 in CG18, R6 and 8 respectively;
- Delete positions #3969, #4230, and #4138 of IT Specialist 2 in CG18, R08, and recreate them as Crime Analyst 2, in the same CG/Range, and reallocate the incumbents to the new positions.

For a number of years, the Police Department has had specialized positions in the Criminal Investigations Unit which research crime trends and perform analysis to assist department personnel in discovering trends, patterns, and changes in criminal activity. The three positions/incumbents listed above currently perform this work. However, these positions have been placed in the Information Technology Specialist series, at the 2 level. The IT Specialist series is designed to reflect work in the Information Technology Department around applications development, networking, web, help desk, and other IT focused areas. Certain agencies, including a number of other positions within Police, also have people who perform this function and appropriately fit within the IT Specialist series. Normally, agencies recruit for people with an information technology, networking, or other computer background to perform this work.

The positions being studied do not neatly fit within the IT Specialist classification. While they work on various software platforms and create and frequently work with databases in performing their work, the work is not the same as the IT Specialists. Specifically, the Crime Analysts are performing research and statistical analysis to help predict criminal activity and monitor changes in the same. Instead of recruiting for someone with an IT or computer background, we have historically posted these positions with minimum qualifications around criminal justice, statistics, or other related education. The Knowledge, Skills, and Ability required to perform the work also differs in that we look for people who have knowledge of criminal justice theory and practice, and advanced statistical and mathematical concepts (see the attached updated class specification).

When determining whether positions should be included in an existing classification or broken out into a separate classification, it is important to look at the training/experience and Knowledge/Skills/Abilities required to perform the work. When this overlaps with an existing classification, the position is so classified. However, when the training/experience and KSAs are unique, it is appropriate to create a separate classification to recognize the differences. As noted above, the three positions in this study have distinct differences from other positions in the IT

Specialist series that make a new classification appropriate. As such, I recommend creation of a new classification of Crime Analyst, which appropriately recognizes this work.

In discussing this new classification with the Police Department, it was determined that a series should be created with a career ladder that allows someone to progress from an entry Crime Analyst 1 to a Crime Analyst 2. The Crime Analyst 1 would be someone who has a background in criminal justice or statistical analysis, but has not spent a significant amount of time performing crime analysis in a law enforcement setting. The Crime Analyst 2 would be reserved for someone who is familiar with law enforcement software and has performed crime analysis in a law enforcement setting. If a person is hired as a Crime Analyst 1, it is anticipated that it would take approximately 2 years for the person to learn the specific law enforcement software and perform with a degree of independence and discretion that would be expected at the higher level. The Crime Analyst 2 remains appropriately classified in CG18, R08, along with the current title of IT Specialist 2, and we recommend creation of the 1 level in Range 06, which is consistent with many of our entry-level professional classifications, including Accountant 1, Engineer 1, Planner 1, and many others. Recognizing the unique work of these positions in a separate classification will allow the Police Department to accurately recognize the work of the incumbents and recruit appropriately in the future.

Based on the information in this memo, I recommend creation of the new classifications of Crime Analyst 1 in CG18, R06, and Crime Analyst 2 in CG18, R08, and retitling the incumbents who are currently classified as IT Specialist 2 as Crime Analyst 2 in the same CG and Range. We have prepared the necessary Resolution to implement these recommendations.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
18/06	\$ 57,067	\$ 67,192	\$75,255
18/08	\$ 61,900	\$ 73,454	\$82,268

cc: Police Chief Mike Koval
Capt. Jennifer Krueger Favour