HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401 **Voice (802) 865-7145**
Fax (802) 864-1777
Vermont Relay: 7-1-1 or 800-253-0191

CRIME DATA ANALYST
POLICE DEPARTMENT

POSTING DATE: April 15, 2016
RATE OF PAY: $56,289 – $62,797/year
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open Until Filled
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 19
UNION: Non-Union

General Purpose:
The Burlington Police Department's crime data analyst is the guiding force behind collecting, analyzing and visualizing the city's crime and quality of life conditions. The analyst will help the police department live up to its commitments to open data, transparency and innovation. He or she will be an integral part of a team that uses timely and accurate information to implement effective tactics and strategies to meaningfully reduce the city's crime and quality of life conditions. The analyst will be at the center of a high-paced work environment with a single-minded focus on addressing these conditions through the close, coordinated work of a wide range of stakeholders. The work of the analyst will provide the fuel and direction for these efforts. As the crime analyst for the Vermont's largest municipal police department, the work performed will provide an opportunity to ultimately influence the wider responses at the county, state and regional levels.

Essential Job Functions:

A. Crime Analysis and Prevention Duties

- Work with police and other stakeholders to determine appropriate data, metrics and measures to be collected over the full range of possibilities.
- Design and implement data collection instruments, devices and procedures.
- With the assistance of the city attorney, formulate and enact memoranda of understanding that will serve to maximize the collection of useful data and information across stakeholders.
- Collect and analyze data, selecting and designing the means for the best analysis, visualization and presentation.
- Produce and distribute analyses widely across stakeholders at periodicities appropriate to the types of data collected.
- Prepare for and attend strategy and planning meetings in order to formulate, implement and assess tactics and strategies.
- Able to maintain a high operational tempo, working in a critical incident management, rather than academic or clinical, setting.
- Interact and communicate with Police personnel, other City employees, and the community on crime analysis/research issues; and respond to requests for various information and statistical reports.
- Serve as the department's primary point of contact for the White House Police Open Data Initiative.
- Design and maintain internet and other public portals that provide for the public transparency of police data, analyses and findings.
- Provide/present analyses to police, City administration, and City Council for decision-making purposes.
- Research and analyze complex sets of data; identify and interpret criminal activity, patterns, and trends; and forecast trends through distributions to aid in staffing and deployment of police personnel.
- Develop statistical data resources and produce maps and other analyses to assist in proactive and targeted investigations, preventative enforcement and education, identification of theft patterns, trends,

and identification of known and repeat offenders.

- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Guide the department on how crime analysis products should be used to combat crime and quality of life problems in the city.
- Attend regional and national meetings of law enforcement personnel in order to share information on crime series, patterns, new methodologies, and developing tools.
- Attend training (MACA, IACA or NCPA) and attend/develop regional training/networking.
- Maintain membership in the International Association of Crime Analysts or National Crime Prevention Association and/or similar professional development/networking opportunities.
- Design and implement data analysis internship programs with local institutions of higher learning and direct the work of these interns.
- Works in conjunction with the Command Staff on grant applications.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- A master's degree or greater in criminal justice, public policy, public administration, informatics or another relevant field is highly preferred, but a bachelor's degree in one of these fields and four years or more of relevant experience will be considered.
- Demonstrated experience with and/or extensive coursework in data collection, spatial and statistical analyses, visualization and presentations required.
- Progressively responsible prior work experience with data collection, analysis, visualization and presentation in a policing or criminal justice environment with multiple stakeholders, data sources and types of data id preferred.
- Excellent proficiency in a wide range commonly-used statistical tools and databases such as SPSS, SAS, Access, SQL, etc.
- Demonstrated expertise in eliciting and managing the collaborative participation of various stakeholders in a data-driven environment.
- Fluency in HTML and Ruby on Rails is highly desirable; fluency in Python will be useful.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing training and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.