

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CRIMINAL INTELLIGENCE ANALYST ADVANCED

DEFINITION

Performs strategic intelligence analysis work for senior executives and the Department at the program level; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Performs strategic intelligence analysis work to foster intelligence-led policing.

Conducts research and intelligence analysis of significant criminal threats to public safety and homeland security on a proactive basis.

Coordinates the intelligence collection, analysis, and dissemination program in a major functional area, such as drug trafficking, terrorism/homeland security, gangs, organized crime, money laundering, or other key areas.

Prepares threat assessments, including analyses of the capabilities and intentions of persons and groups involved in criminal activities.

Performs independent targeting analysis and prioritization and makes recommendations on strategies to neutralize threats, block criminal opportunities, and suppress crime.

Identifies gaps in existing criminal investigative and intelligence data.

Identifies and helps define and meet critical intelligence requirements for senior executives and others.

Utilizes contrarian analysis, alternative competing hypotheses, scenarios, alternative futures analysis, and other techniques to develop analytical findings.

Forecasts crime trends and patterns and produces intelligence reports related to criminal activity.

Draws conclusions and proposes and/or recommends alternative courses of action to senior executives.

Makes assignments and delegates tasks to other analysts, investigators, and agents to aid in the coordination of a significant law enforcement program area (e.g., suppression of drug trafficking).

Coordinates with prevention and security efforts to protect critical infrastructure and key assets and the integrity of businesses, industries, and institutions.

Prepares and disseminates reports and relevant information to appropriate information consumers, to assist in prioritizing programs, allocating resources, and coordinating and directing intelligence, investigative, enforcement, and prevention activities performed by the Department and other agencies.

Attends management, intelligence, investigation, and law enforcement information sharing meetings.

Researches records and uses computerized databases to conduct investigations, usually based on specific requests for information or in response to identifiable events.

Prepares and disseminates reports and relevant information to the appropriate information consumers to assist in furthering intelligence, investigative, enforcement and prevention activities performed by the Department and other agencies.

May present testimony at preliminary hearings, grand jury proceedings and trials regarding investigations conducted by the Department, and conducts briefings to present intelligence data to authorized officials.

COMPETENCIES REQUIRED

Knowledge of the functions and organization of local, state, and federal government.

Knowledge of law enforcement operations and procedures.

Knowledge of Department of Public Safety policies, methods, and procedures.

Knowledge of various sources of data, methods of obtaining data and techniques used in the analysis of data.

Knowledge of data processing methods as related to developing computer programs for data collection and analysis purposes.

Knowledge of criminal, terrorist, environmental, public health, social, and other problems affecting the development of local and state human and physical resources and projects.

Knowledge of important local, national and international events that may have an impact on a given program area or investigation.

Knowledge of the intelligence cycle and intelligence and analytic methods.

Knowledge of the principles, techniques, current trends, laws, policies, and programs concerning the application of intelligence to all phases of local, state, and federal investigations, and planning and development.

Ability to plan and organize assigned work.

Ability to manage changing priorities and handle a variety of assignments, based on a dynamic environment.

Ability to correctly interpret state and federal programs, legislation, policies, and procedures as related to law enforcement and crime prevention activities.

Ability to read and comprehend, at a high rate of speed, pertinent facts found in investigation reports and documents.

Ability to recall pertinent facts obtained in the research of criminal investigation data.

Ability to critically evaluate information from multiple sources and determine the importance and limitations of each piece of information.

Ability to draw inferences and apply inductive and deductive logic in the analysis of criminal activities.

Ability to efficiently operate computer equipment, including word processing, spreadsheet, data base, and graphics software, visualization tools, and other analytical programs.

Ability to conduct intelligence analysis and prepare investigative reports and analytical charts or graphs which may display patterns, events, identities or activities of criminal groups and individuals.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to initiate and maintain professional relationships with law enforcement personnel.

Ability to develop original research questions, independently identify multiple information sources; recognize and extract relevant information from a number of sources, analyze information, condense information into summary form which contains only pertinent facts; and take initiative to continually develop new information sources.

Ability to carry out major project activities.

Ability to explain and demonstrate various aspects of the job to less senior staff.

Ability to explain and demonstrate various aspects of the job and serve as a positive role model to other employees.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university plus four years' full-time work experience compiling, interpreting and evaluating criminal investigation or intelligence information;

OR

an equivalent combination of education and experience substituting one year of the type of experience described above for one year of the required education with a maximum substitution of four years.

Effective Date: 8/05 CH