

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CRIMINAL INTELLIGENCE ANALYST SUPERVISOR

DEFINITION

Supervises Criminal Intelligence Analysts and support staff and performs program level intelligence analysis work; 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

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Identifies information and intelligence requirements of users; designs intelligence and information collection processes and systems to meet these requirements.

Designs and conducts intelligence research projects, and provides intelligence to guide planning and delivery of program services.

Recommends policies, procedures, and actions for carrying out intelligence and planning programs; provides assistance to local, state, and federal agencies.

Researches records and uses computerized databases to conduct investigations into the background of individuals and organizations.

Provides direct support to ongoing investigations by providing case management assistance, investigative analysis, and critical front-line intelligence support.

Reads, evaluates, and analyzes materials received from internal and external sources.

Establishes and maintains computerized databases and manual filing systems of intelligence data and other information, to facilitate later retrieval, review, and analysis.

Analyzes and evaluates intelligence reports and data submitted by law enforcement officers to determine patterns, recurring events, identities, and activities of criminal groups and individuals.

Develops a substantive expertise on assigned intelligence topics.

Writes reports and summarizes information for dissemination to and review by officials of the Department and other authorized agencies.

Prepares, and submits for dissemination, intelligence materials that may be of value to the Department or other law enforcement groups for the purpose of detection and deterrence of crime.

Informs law enforcement officers of activities, events, and incidents which correlate to assist them in the successful completion of their investigations.

Provides leadership in networking, liaison meetings and other intelligence sharing activities.

Presents 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.

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/information to consumers to assist in furthering intelligence, investigative, enforcement and prevention activities by the Department and other agencies.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of modern supervisory methods including: hiring, terminating, conducting employee performance evaluations, administering collective bargaining contracts, and other functions of a first-line supervisor.

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/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 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 review the work of personnel supervised to ensure efficient operations and accurate results.

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 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 and serve as a positive role model to other employees.

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

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. Makes an effort to follow policy and cooperate 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 five 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