



## DPS-CRIMINAL INTELLIGENCE ANALYST

### **CHARACTERISTICS OF WORK:**

This is independent work in conducting detailed research and analysis of confidential intelligence and investigative information relating to law enforcement operations and program. Incumbents in this classification request and receive confidential intelligence and other information and are responsible for compiling, analyzing, and disseminating information. Duties include coordinating the exchange of inter-state and intrastate information pertaining to criminal activity and syndicated criminal movement; preparing written reports requiring thorough analysis and evaluation of intelligence and investigative information; and researching patterns, structures, trends, and movements of the syndicated criminal groups. Incumbents work under minimum supervision and work is reviewed for conformance with prescribed policies and procedures by an administrative superior.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university.

OR

#### **Education:**

An Associate's Degree from an accredited college or university;

AND

#### **Experience:**

Two (2) years of experience in a law enforcement agency with experience in intelligence analysis or criminal investigation.

OR

**Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

**Experience:**

Four (4) years of experience in a law enforcement agency with experience in intelligence analysis or criminal investigation.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful

performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

**TECHNICAL COMPETENCIES:**

**Research:** Collects, analyzes, and disseminates intelligence and investigative information relating to criminal activity.

Compiles, analyzes, and disseminates information and criminal intelligence from various agencies, the public, and other sources. Conducts detailed research and analysis of confidential intelligence and investigative information relating to law enforcement operations and program. Researches patterns, structures, trends, and movements of syndicated criminal groups.

**Information Management:** Identifies a need for and knows where or how to gather information; organizes and maintains information.

Requests and receives information of a confidential nature. Exercises independent judgment to ensure that disseminated information is accurate and reliable. Gathers and presents facts and evidence regarding finds.

**Technical Competence:** Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job.

Coordinates the exchange of inter-state and intrastate information pertaining to criminal activity and syndicated criminal movement. Prepares oral briefings and written reports and recommendations in the form of intelligence assessments and detailed factual reports used by agency management and field supervisors to evaluate investigative priorities and case development.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Knows when to refer an issue to the appropriate level. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Maintains confidentiality with appropriate information.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Conducts detailed research and analysis of confidential intelligence and investigative information.
2. Requests, receives, coordinates, and disseminates confidential information pertaining to criminal activity and prepares reports in the form of intelligence assessments using information.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Requests and receives information of a confidential nature; complies, analyzes, and disseminates information and criminal intelligence from various agencies, the public and other sources, and promotes these sources to maintain the exchange of pertinent information among law enforcement agencies.

Coordinates interstate and intrastate information pertaining to criminal activity and criminal movement and exercises independent judgment to ensure that accurate and reliable information is disseminated.

Performs detailed research of criminal investigations and documents relating to organized crime, terrorism, and professional criminals.

Evaluates and analyzes criminal intelligence information to predict the capabilities, intentions, and vulnerabilities of organized criminal groups of a highly sophisticated and complex nature and makes recommendations for investigative strategies.

Prepares oral briefings and written reports and recommendations in the form of intelligence assessments and detailed factual reports used by agency management and field supervisors to evaluate investigative priorities and case development.

Determines structure and operation of highly sophisticated and complex organized criminal groups by thoroughly researching and analyzing intelligence information relating to patterns, trends, and movements of the groups for use by management.

Performs as senior analyst and directly supports and assists investigators in compilation and analysis of confidential information in highly sophisticated and complex organized criminal investigations and recommends specific investigative direction based upon such information.

Processes paperwork relating to confidential informants.

Provides confidential currency transaction information to law enforcement and other state agencies

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.