

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Criminal Intelligence Analyst

SERIES NO.:
2631AG

MAJOR AGENCIES:
Attorney General Only

EFFECTIVE DATE:
10/07/2001

SERIES PURPOSE:

The purpose of the criminal intelligence analyst occupation is to research, analyze, coordinate and generate reports regarding criminal intelligence information for the purpose of assisting law enforcement agencies.

At the first level, incumbents collect, organize and analyze data for criminal intelligence analytical functions.

At the second level, incumbents review and analyze problems and develop research tools and/or means used in analyzing criminal intelligence information.

Note: class developed exclusively for use by Attorney General.

CLASS TITLE:
Criminal Intelligence Analyst 1

CLASS NUMBER:
26311AG

EFFECTIVE DATE:
10/07/2001

CLASS CONCEPT:

The developmental class works under direction & requires working knowledge of research methods in order to collect, organize & analyze data to be used in criminal intelligence analytical functions.

CLASS TITLE:
Criminal Intelligence Analyst 2

CLASS NUMBER:
26312AG

EFFECTIVE DATE:
10/07/2001

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of research methods in order to review & analyze problems & develop research tools & intelligence request forms to appropriately accommodate intelligence information.

CLASS TITLE: Criminal Intelligence Analyst 1	CLASS NUMBER: 26311AG	BARGAINING UNIT: 47
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EFFECTIVE DATE:

10/07/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects, researches, analyzes, coordinates & organizes data regarding criminal intelligence information (e.g., determine patterns, events, identities & activities of criminal groups) & prepares analytical reports, charts & analysis (e.g., link analysis; time &/or commodity flow; telephone, cellular telephone & pager tolls; other computerized charts) for review & verification by higher-level criminal intelligence analysts or administrators.

Assists administrators & higher-level criminal intelligence analysts in achieving unit goals & objectives (e.g., coordinates exchange of interstate information pertaining to criminal activity & movement; develops rapport with user agencies; contacts various law enforcement agency personnel & legal personnel to provide information relative to criminal activity, movement &/or other criminal intelligence information); testifies in court; assists higher-level criminal intelligence analysts as assigned; recommends policy & procedure changes (e.g., unit goals & objectives; bureau directives; unit procedures) to supervisor; ensures compliance with applicable federal statutes, Ohio revised codes & Ohio attorney general's office bureau of criminal investigation directives; assists bureau agents & outside law enforcement agencies during investigations of various criminal cases (e.g., theft in office; illegal gambling; fraudulent court filings; fraudulent property liens; strategic planning for extremist group rallies).

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice or related field*; operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making. Skill in use of personal computer &/or video display terminal*. Ability to define problems, collect data, establishes facts & draw valid conclusions; use research methods in gathering data; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with other law enforcement agencies & general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in criminal justice or related field.

-Or 24 mos. exp. conducting research studies &/or problem solving using operational, mathematical, analytical &/or statistical research techniques & preparing reports, records &/or technical evaluations related to conducting research.

-Or 12 mos. ex. as Researcher 1, 66921.

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain law enforcement automated data system (i.e., LEADS) certification; must renew LEADS certification biannually.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE: Criminal Intelligence Analyst 2	CLASS NUMBER: 26312AG	BARGAINING UNIT: 47
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EFFECTIVE DATE:

10/07/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently reviews & analyzes problems related to sophisticated &/or complex criminal activity (e.g., serial homicide; serial rape; gambling ring; narcotics; common law movement; domestic terrorism; organized crime; investigations involving multiple charges, several years worth of records, multiple bank accounts, multiple jurisdictions, or public official corruption &/or obstruction of justice) from other bureau units & user agency personnel & develops proper research tools & methods (e.g., link analysis; time &/or commodity flow; telephone, cellular telephone & pager tolls; other computerized charts) & intelligence request forms to appropriately accommodate intelligence information, develops & analyzes informational databases, spreadsheets & reports allowing information to be easily exchanged & understood, prepares case reports & charts for user agencies &/or court systems & testifies in court & maintains case files.

Collect, researches & analyzes intelligence information & other resources to determine patterns, trends & movements of organized crime groups, terrorists &/or professional criminals to aid law enforcement agencies with investigations & makes presentations to case agents &/or law enforcement agencies; coordinates research activities with other departmental units &/or outside agencies; may act as lead worker (i.e., provides work direction & training) over lower level criminal intelligence analysts; recommends policy & procedural changes (e.g., unit goals & objectives; bureau directives; unit operating procedures) to supervisor or higher-level authority; ensures compliance with applicable federal statutes, Ohio revised codes & Ohio attorney's office bureau of criminal investigation directives; assists in reviewing & recommending software & hardware equipment.

Serves as resource person & technical advisor (e.g., responds to requests for information; represents agency in meetings) in area of criminal intelligence; schedules, coordinates &/or conducts classes, seminars & conferences; coordinates interstate & intrastate information; maintains association with & facilitates exchange of information between federal, state & local law enforcement agencies for disposition of criminal activity &/or intelligence information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice or related field; employee training & development*; operational , mathematical, analytical &/or statistical research techniques used in problem solving or decision making. Skill in use of personal computer or video display terminal*. Ability to define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data; prepare meaningful, concise & accurate reports.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in criminal justice or related field; 12 mos. trg. or 12 mos. exp. with database management programs (e.g., Excel; Access) & presentation software programs (e.g., PowerPoint).

-Or 36 mos. exp. conducting research studies &/or problem solving using operational, mathematical, analytical &/or statistical techniques & preparing reports, records &/or technical evaluations related to research conducted; 12 mos. trg. or 12 mos. exp. with database management programs (e.g., Excel; Access) & presentation software programs (e.g., PowerPoint).

-Or 12 mos. exp. as Researcher 2, 66922 or Criminal Intelligence Analyst 1, 26311AG; 12 mos. trg. or 12 mos. exp. with database management programs (e.g., Excel; Access) & presentation software programs (e.g., PowerPoint).

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain law enforcement automated data system (i.e., LEADS) certification; must renew LEADS certification biannually; must successfully complete federal law enforcement training center's criminal intelligence training program or similar program.

UNUSUAL WORKING CONDITIONS:

May require travel.