SERIES PURPOSE
The purpose of the public safety intelligence occupation is to research, analyze, coordinate & generate reports regarding criminal &/or homeland security intelligence information for the purpose of assisting law enforcement agencies, emergency service agencies, & other agencies with a homeland security or highway patrol mission or in BWC, formulate, implement & revise policies related to BWC Security Awareness, Threat Assessment Coordination & Personal Protection Programs to ensure the physical protection of BWC employees and on-site customers.

At the lower level, incumbents collect, organize & analyze data, review & analyze problems & develop research tools &/or means used in analyzing information & disseminating intelligence.

At the higher level, incumbents supervise unit or team of public safety intelligence analysts & serve as operational & logistical manager formulating policy & directing implementation of policy.

GLOSSARY:
STACC: Statewide Terrorism Analysis & Crime Center
LEADS: Law Enforcement Automated Data System
HSA: Homeland Security Advisor
SOPs: Standard Operating Procedures

JOB TITLE
JOB CODE  PAY GRADE  EFFECTIVE
Public Safety Intelligence Analyst  64931  12  7/22/2018

CLASS CONCEPT
The full performance level class works under general direction & requires thorough knowledge of research methods & analytical processes in order to collect, organize & analyze data, review & analyze problems & information related to potential threats &/or hazards & develop research tools &/or means used in analyzing & disseminating intelligence information & create & implement sophisticated &/or complex criminal & terrorist related policies (e.g., policies & protocols for state & local governmental entities in homeland security, counterterrorism, & protection of critical infrastructure & resources in the State of Ohio) or in BWC, formulate, implement & revise policies related to BWC Security Awareness, Threat Assessment Coordination & Personal Protection Programs to ensure the physical protection of BWC employees and on-site customers.

JOB TITLE
JOB CODE  PAY GRADE  EFFECTIVE
Public Safety Intelligence Manager  64935  14  7/22/2018

CLASS CONCEPT
The managerial level class works under general direction & requires extensive knowledge of research methods & analytical processes in order to plan & direct the analysis & production within the Statewide Terrorism Analysis & Crime Center (STACC) or Ohio State Highway Patrol HUB and Intelligence Unit & supervise public safety intelligence analysts & oversee & coordinate policies developed by public safety intelligence analysts to ensure consistency & efficiency.
JOB TITLE
Public Safety Intelligence Analyst

JOB CODE
64931

B. U.
EX

EFFECTIVE
7/22/2018

PAY GRADE
12

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.)

Creates sophisticated &/or complex criminal & terrorist related policies (e.g., policies & protocols for state & local governmental entities in homeland security, counterterrorism, & protection of critical infrastructure & resources in the State of Ohio), develops & implements plans, policies, & SOPs for the receipt of federally-generated time-sensitive threat &/or hazard information in order to: assess local implications of time-sensitive & emerging threat &/or hazard information; identify the dissemination of time-sensitive & emerging threat &/or hazard information to all homeland security partners (e.g., law enforcement & other disciplines); gather locally-generated information (e.g., suspicious activity reporting) based on time-sensitive & emerging threats &/or hazards.

OR

In Bureau of Workers’ Compensation, benchmarks with other state agencies (e.g., Department of Job & Family Services, Office of the Attorney General, State Highway Patrol & Homeland Security) & private sector entities to determine best practices for security awareness, responding to threats & hazards directed towards staff of agency & personal protection, conducts LEADS criminal history background checks, monitors implementation of Security Awareness/Threat Assessment plan & reports on progress, researches private & public sector entities (e.g., attends & evaluates Homeland Security training programs throughout the state) to determine best practices & policies relating to personnel protection programs (e.g., violence in the workplace, building security, defusing hostile people & situations), monitors proposed legislation that has potential impact on assigned programmatic areas & updates BWC policies as needed, serves as liaison between BWC Security Department & investigative/law enforcement agencies for assigned program areas as well as internal customers, evaluates program effectiveness through surveys & analyses of security program statistics.

Independently reviews & analyzes problems related to sophisticated &/or complex criminal & terrorism-related activity from other bureau units & user agency personnel; works with all state, federal, county, local & tribal law enforcement agencies & government entities regarding law enforcement & public safety issues; develops proper research tools, methods & intelligence request forms to appropriately accommodate intelligence information; develops & analyzes informational databases, spreadsheets & reports allowing information to be easily exchanged & understood; prepares intelligence reports, products, & briefings for presentation to the state HSA or criminal intelligence manager.

Collects, researches & analyzes intelligence information & other resources to determine patterns, trends & movements of terrorists &/or professional criminals to aid law enforcement agencies with investigations; assists in the case investigation process (e.g., interprets & prioritizes collected data; conducts statistical & social media research on potential & past crime targets; forecasts crime trends; determines criminal associations & patterns of criminal activity); coordinates research activities with other departmental units &/or outside agencies; ensures compliance with applicable federal statutes & Ohio Revised Code; assists in reviewing & recommending software & hardware equipment; assists with annual security audits of BWC facilities statewide (e.g., responds to & investigates allegations of threatening persons both internal & external; investigates allegations of employee illegal activity &/or wrongdoing; develops written reports of the findings of investigations; monitors U.S. Treasury’s National Terrorist list & compares with BWC vendors list; notifies supervisor of potential problems).

Serves as resource person & technical advisor (e.g., responds to requests for information; represents agency in meetings) in area of homeland security & criminal intelligence; schedules, coordinates &/or conducts classes, seminars & conferences; coordinates interstate & intrastate information; participates as a member in federal, state, county & local law enforcement taskforces & partnerships; provides operational guidance to new partners; maintains association with & facilitates exchange of tactical & strategic information between federal, state & local law enforcement agencies for disposition of criminal activity &/or intelligence information.

Assists with office-related tasks as they pertain to the functionality & operation of the unit; responds to the STACC or Ohio State Highway Patrol HUB and Intelligence Unit during critical incidents; represents the STACC or Ohio State Highway Patrol HUB and Intelligence Unit at meetings & conferences; develops professional information materials (e.g., materials to be used in training academy, statewide in-services, one-on-one training to go) for Security Awareness & Personnel Protection programs.
MAJOR WORKER CHARACTERISTICS
Knowledge of homeland security, political science, emergency management, public health, criminal justice or related field; operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making. Skill in use of personal computers. Ability to define problems, collect data, establish 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 undergraduate core program in homeland security, political science, criminal justice, emergency management, public health, international affairs or related field; 12 mos. exp. in 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 36 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 equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT
If required, must obtain LEADS certification; must renew LEADS certification biannually. Additionally, positions at Department of Public Safety must be able to obtain & maintain secret level federal security clearance.

UNUSUAL WORKING CONDITIONS
May require some travel. Working hours will include nights, weekends and holidays, based on operational need.
Public Safety Intelligence Manager 64935 EX 7/22/2018 14

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.)

Plans & directs the analysis & production within the STACC or Ohio State Highway Patrol HUB and Intelligence Unit; coordinates, prepares & performs threat assessments, bulletins & briefings for dissemination to STACC or patrol partners. Supervises public safety intelligence analysts & oversees & coordinates policies developed by public safety intelligence analysts to ensure consistency & efficiency; directs, trains & assists public safety intelligence analysts to successfully coordinate, monitor & evaluate intelligence information; assigns tasks relating to suspicious activity & criminal intelligence reporting & follows up.

Develops & implements all homeland security or Ohio State Highway Patrol HUB and Intelligence Unit production; prepares &/or revises manuals, policies, programs, proposed rules, regulations &/or directives pertaining directly to STACC operations; ensures & is responsible for auditing & compliance with 28 Code of Federal Regulations (i.e., 28 CFR) & all other applicable laws & regulations.

Attends & coordinates intelligence strategy meetings; briefs & provides advice to public officials (e.g., Department of Public Safety Director, State HSA); serves as liaison with public & private agencies. Receives, collects, reviews & analyzes information data from a variety of public & private sources, field organizations & agencies; recognizes patterns of terrorist or criminal operations; advises & assists agencies with priority intelligence requirements, targets & problem areas. Monitors & evaluates the accuracy & reliability of collected information & sources.

MAJOR WORKER CHARACTERISTICS
Knowledge of homeland security, political science, emergency management, public health, criminal justice or related field; operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making. Skill in use of personal computers. Ability to deal with many variables & determine specific course of action; use proper research methods in gathering data; gather, collate & classify information about data, people or things; draft &/or edit administrative policies, procedures, informational booklets &/or directives; define problems, collect data, establish facts & draw valid conclusions; 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 graduate core program in homeland security, political science, criminal justice, emergency management, public health, international affairs or related field; 12 mos. exp. in 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 48 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. exp. as Public Safety Intelligence Analyst, 64931.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT
If required, must obtain LEADS certification; must renew LEADS certification biannually. Additionally, positions at Department of Public Safety must be able to obtain & maintain secret level federal security clearance.

UNUSUAL WORKING CONDITIONS
May require some travel. Working hours will include nights, weekends and holidays, based on operational need.