| STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION | CLASSIFICATION SERIES Public Safety Intelligence | SERIES NUMBER 6493 |
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| | **MAJOR AGENCIES** Department of Public Safety & Bureau of Workers' Compensation only | **EFFECTIVE** 7/22/2018 |

## 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 Public Safety Intelligence Analyst | JOB CODE 64931 | PAY GRADE 12 | EFFECTIVE 7/22/2018 |
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## 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 Public Safety Intelligence Manager | JOB CODE 64935 | PAY GRADE 14 | EFFECTIVE 7/22/2018 |
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## 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 | JOB CODE | B. U. | EFFECTIVE | PAY GRADE |
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| Public Safety Intelligence Analyst | 64931 | EX | 7/22/2018 | 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 &/or 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.

| JOB TITLE | JOB CODE | B. U. | EFFECTIVE | PAY GRADE |
|---|---|---|---|---|
| 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.