



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-393-2406

POSTING DATE: August 29, 2023
POSTING CLOSING DATE: September 12., 2023
POSITION: Crime Analyst
DEPARTMENT: Police Department
HOURS OF WORK: Monday through Friday 8:30am – 4:30pm (Full-time 35 hours/weekly)
SALARY RANGE: CAF-11, \$1296.80 - \$1544.47 weekly (Non- Union FLSA Exempt)

POSITION SUMMARY:

The Medford Police Department seeks an Analyst familiar with different types of crime analysis (Tactical, Strategic, Administrative, Predictive) and Massachusetts General Laws, and experience with problem solving, research methods, theory and statistics, and the ability to conduct complex statistical and analytical studies. The successful candidate must be able to analyze data, develop and deliver presentations, write reports, research, and work independently, think objectively, have good interpersonal skills, and exhibit sound accurate judgement. The position further requires excellent communication skills and the ability to establish and maintain effective working relationships as well as the ability to work with and display sensitivity towards diverse groups of people. The newly hired analyst will work closely with the Medford Police Detectives Division by assisting and supporting active and ongoing investigations. Additionally, the position requires experience with database design and querying, including the ability to form, implement and maintain ad hoc and specialized databases regarding specific issues. The applicant must possess a high level of proficiency with relational databases, spreadsheet applications including Excel and other Microsoft Office Products. Experience using GIS software and extensions and a working knowledge of CAD and Records Management Systems (QED preferred). The applicant should also have experience with complex problem-solving projects and the ability to make presentations to department members and other agencies using PowerPoint and other audio/visual aids. A strong candidate will also possess a willingness to learn by being able to demonstrate their desire to gain knowledge and develop skills to improve their work performance.

SUPERVISION: Works under the direction of the Chief of Police.

RESPONSIBILITIES:

- Responsible for conducting complex research, analysis and providing timely and pertinent information relating to crime pattern detection, suspect-crime correlation, target-suspect data, crime forecasting, resource deployment and presenting this data at monthly OIC meetings.
- Creates GIS maps displaying spatial data and performs spatial data analysis.
- Collects, analyzes, and interprets data and statistics using quantitative and qualitative methodology.
- Develops crime/suspect and suspect/crime correlations and target profile analysis.
- Prepares and presents complex and detailed statistical reports.
- Develops and presents projects to both internal and external groups. Uses computer databases, electronic spreadsheets, desktop publishing, geographical information systems (GIS), word processing, and statistical applications to manipulate, analyze and present data.
- Responds to requests for information and analytical reports, serving as POC for Clery Requests.
- Assists in the development of new programs, procedures, methods, and systems.
- Understands and implements assigned duties and responsibilities to support team goals and objectives.
- Works with IT staff and software vendors to identify and troubleshoot system and application problems.
- Daily reviews of incident reports, arrests and all information that is generated by division officers.
- Other duties as assigned by the Chief, Criminal Investigations Unit Lieutenant.
- Attends meetings, seminars, workshops, and other training classes as necessary.



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EDUCATION/EXPERIENCE:

A Bachelors' degree in Criminal Justice, Public Administration, or other closely related field of study, at least two years in public safety crime analysis preferred or an equivalent combination of education and experience; must be fingerprinted and a satisfactory Department of Criminal Justice Information Systems (DCJIS) check to become CJIS/NEXTTEST Compliant. A certified Crime and Intelligence Analyst is preferred.

This appointment is subject to a background investigation (fingerprint, CORI check, employment history, character references etc.)

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge: Knowledge of terminology used in the description of criminal activity and crime coding a plus. Knowledge of practices and techniques used in criminal investigations, including cell phone data, OSINT, and online investigations a plus. Knowledge of principles and practices of research and analysis; technical report writing, statistical analysis as applied to crime patterns; probability assessments and trend analysis.

Skills: Possesses effective organizational skills and ability to prioritize. Outstanding interpersonal and communication skills. Will need to troubleshoot and improvise solutions on the fly when necessary. Strong interpersonal skills are essential.

Abilities: Ability to form and design reports, charts, graphs, and tables. Ability to communicate effectively in both oral and written form. Ability to communicate statistical information concerning crime activities with citizens and department personnel; develop and implement new/changed programs, procedures, and technological resources; research, review, and analyze primary data on criminal activity; develop conclusions, project trends, and make recommendations.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Office of Human Resources**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

**For the posting, please visit the City of Medford's website – www.medfordma.org
The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford,
Women, Persons of Color, Veterans and Persons with Disabilities are encouraged to apply.**